WELEETKA OUTLAWS

JH/HS STUDENT HANDBOOK

2024/2025

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We, the Superintendent, Principal and Teachers of the Weleetka School system, welcome you back. To the new students, we give you a special welcome to our school. We intend to do our best to help make it a good year. We feel that in order to do so, we should have a clear understanding of some of the rules and regulations of the school. We will list a few of them and give you an opportunity to discuss them during your first hour class on the first day of school.

MISSION STATEMENT

To empower students to be lifelong learners and successful citizens.

BELIEF STATEMENT

Recognizing the unique needs and development of young adolescents, we are dedicated to an environment which instills a sense of belonging, recognizes achievement, allows for exploration and rewards success.

All students can learn but at different rates and by different strategies.

Students can learn best when education is a partnership between home, school and community.

Students can succeed in a positive school environment that promotes and recognizes the self-worth and potential of the individual.

We can improve the learning environment of our school by making a transition in our philosophy to one that is more responsive to the unique needs and characteristics of our students.

COUNSELING

The junior high and high school counselor is available to answer questions about enrollment, graduation requirements, and college entry requirements or assist students with any problems they may have. Students are encouraged to visit with the counselor whenever a need arises.

CLASS SCHEDULE CHANGES

All class changes must be made during the 1st three days of a semester. There will be no changes allowed after five days. To make changes, go by the counselor's office, pick up a drop/add slip, have both the teachers approve the add/drop course. Return the slip to the counselor.

THE SCHOOL DAY

The school day begins at 8:00 and ends at 3:30. The breakfast and lunch period schedule is as follows:

Breakfast will be served from :

7 - 8 Grade	8:50-9:10 a.m
9 -12th Grade	8:55-9:15 a.m

The following times are when JH/HS students will be dismissed for lunch:

7 - 8 Grade	12:45 p.m.
9th - 12th Grade	12:50 p.m

ENTERING THE BUILDING

Students will not be allowed in the building before school or during the lunch period. In the case of inclement weather, the teacher on outside duty will unlock the little gym for students to enter until time for school.

BELL SYSTEM

The bells are arranged so students will have five minutes before their first class and five minutes between classes throughout the school day. The schedule for all regular school days is shown on the following chart:

	7 - 8 Grade	9 - 12 Grade
First Bell	8:00 a.m.	8:05 a.m.
Tardy Bell	8:05 a.m.	8:10 a.m.
First Hour Ends	8:50 a.m.	8:55 a.m.
Breakfast	8:50 - 9:10	8:55 - 9:15
Second Hour Tardy Bell	9:10	9:15
Second Hour Ends	10:00	10:00
Third Hour Tardy Bell	10:05	10:05
Third Hour Ends	10:55	10:55
Fourth Hour Tardy Bell	11:00	11:00
Fourth Hour Ends	11:50	11:50

Fifth Hour Tardy Bell	11:55	11:55
Fifth Hour Ends	12:45	12:50
Lunch	12:45-1:20	12:50-1:25
Sixth Hour Tardy Bell	1:20	1:25
Sixth Hour Ends	2:20	2:20
Seventh Hour Tardy Bell	2:25	2:25
Seventh Hour Ends	3:30	3:30

TEXTBOOKS/CHROMEBOOKS

The school will furnish all textbooks/chromebooks. Students are responsible for the care of their textbooks/chromebooks. If a textbook/chromebook is lost or defaced, the student will be charged the replacement cost of the textbook/chromebook. No transcript or grades will be sent for a student who checks out of school until all textbooks/chromebooks have been turned in or paid for.

LOCKERS

Lockers are assigned to each student at the beginning of the year. **Therefore, do not put your books in another student's locker and then go to the office and ask for their combination to get your books out! No locker combinations will be given to a student other than their own. Put your books and belongings in your own locker!** Students are responsible for keeping the locker neat and clean. The school is not responsible for stolen items. If your locker is not working properly, notify the office. Lockers are subject to inspection by authorized school personnel.

SUBSTITUTE TEACHERS

Substitutes are temporary employees of WHS. Do not be disrespectful to any sub. Substitute teachers provide a service to the school district in the absence of the regular classroom teacher. Students should follow the directions left by the regular teacher and then work on additional assignments when completed. Students should conduct themselves properly and adhere to the rules just as they do when the regular teacher is present.

SUPPORT PERSONNEL

Support personnel are to be treated with the same respect as teachers and administrators. They have the authority to correct any student and should report students who are misbehaving to the office.

FUNDRAISING POLICY

Students in 7th-12th grade do fundraising each year to help with expenses for their class. If a student chooses **not** to participate in the class fundraisers, that student will not be allowed to go on a Senior trip unless they pay their own way or pay the amount that the sponsor deems adequate , according to the amount raised by the rest of the students.

If your child participates in any fundraising activity at Weleetka Public School they must turn in money to their class sponsor or person in charge of the fundraiser. Weleetka Public School is **NOT** responsible for lost or stolen money from fundraising activities.

LEAVING CAMPUS

Once a student arrives at school in the morning by bus, parents or by their own transportation, they cannot leave campus until lunchtime without checking out through the office. 7th and 8th graders are **NOT** to leave campus at noon. The only exceptions are those students who have notes on file from their parents to go off campus at noontime. **7th** and **8th** graders must have notes on file to leave. **9th** through **12th** grade students can walk off campus at noontime. Students are not to get into any vehicle and leave campus. All students should understand that all school rules are in effect during lunchtime whether they are on campus or not. If a student needs to leave during lunch by vehicle, they must have a parent/guardian sign them out in the office.

CAMPUS REGULATIONS

1. The North side of the high school building is for Seventh (7th) and Eighth (8th) graders **only.** (Where the flag poles are). 9 – 12 grade students need to stay on the East side of the high school building (from HS gym to the yellow line at the end of the HS building).
2. The parking lot is off limits. Once a student parks their car, they are to immediately leave the parking lot.
3. The only place students are allowed to congregate before school and at lunch are stated above in # 1.

4. On bad weather days, students may go to the P.E. Gym from 7:45- 8:00 a.m. and from 12:45 – 1:30 p.m. The teacher on duty will let you in the gym.

STUDENT DRIVING REGULATIONS

1. You must be a licensed driver in the State of Oklahoma to drive to school.
2. All students who drive to school must park in the parking **(south end of the football field and along the Weleetka School Park. You may also park by the AG building by the little gym.)** If you drive to school, and park at another person's house, you are not to move your car during the school day.
3. All drivers must observe a 15 M.P.H. limit on campus.
4. Speeding or careless driving will result in disciplinary action.
5. It would be wise to keep your auto locked.
6. Cars or motorcycles may not be moved until students are dismissed for the day.
7. **No student will park on the west side of the building (by the library or the art building/bus barn area)**
8. Once you park your car, you are to leave the parking lot.
9. You are not to get into any vehicle and leave campus. Nor should you drive off campus at any time without checking out through the office.
10. All students attending Vo-Tech or taking concurrent courses must have a signed permission note from their parent to drive or ride with another student. A student's privilege to drive may be taken away at any time if rules are violated.

TRADITIONAL STUDENT ATTENDANCE POLICY

(revised & approved 5/7/2024)

It is the philosophy of Weleetka Public Schools that students' attendance at school on a regular basis is essential to their success. Students shall be allowed to be absent from a single class period only 10 times per semester or be absent only 10 days per semester. Students that miss more than 10 days or 10 class periods will receive an F for that course. Parents of students may appeal to an attendance committee. The appeal should be in writing and presented to the Office of the Superintendent. The Superintendent will put the committee together and set a meeting date.

Attendance Committee:

Committee will consist of an administrator from another building, a counselor and a teacher who does not have the student in class. The duty of the committee will be to review all records of pertinent information regarding the student whose records are being reviewed. Where there are extenuating circumstances, this

committee is authorized to recommend that the provision 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.

Excused Absence:

Students will be allowed to make up missed work but they will be counted as absent. This will count toward the maximum number of days that students can miss school.

Examples:
1. Medical or dental appointments
2. Funerals
3. Illness
4. Pre-arranged absences, e.g. work at home or place of business
5. College Tours
6. Driver's License Test
7. Family emergency

Unexcused Absences:

Examples:
1. Absent without permission from home and/or school.
2. Suspended from school for less than five (5) days.
3. Sleeping in.
4. Running errands for parents
5. Going shopping
6. Hunting or Fishing Trips
7. Skiing trips
8. Buy a prom dress.
9. To get a tuxedo
10. Job

If the office does not have a note or a phone call, then the absence will be unexcused (needed at home does not work, need verification).

Exceptions to the Attendance Policy:

1. Illness with a doctor's note
2. Dental appointments with note from dentist
3. Medical appointments with a doctor's note

4. Paging at the State Capitol
5. Mission Trips with Parents/Church group, verification from pastor. Limited to
12 days for the year.
6. Serious illness of a family member, some type of verification.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent of designee shall communicate with the student and parents/guardians to determine reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department (OSDE) Office of Accountability.

Chronic Absenteeism Medical Exemption

A student will not be considered absent from school if:
1. They are not physical present at school but are completing work in a distance learning program or virtual online program approved by the school

district and are meeting the following attendance requirements:

a. The student completed instructional activities no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instructions in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

OSSAA Attendance Policy for all Extra-Curricular activities:

1. Students who participate in OSSAA events must be in attendance 90% of the time or they **cannot participate (e.g. 4.5 days per nine weeks or 9 days a semester).**
2. District attendance policy will be used for verification.

Make-up Work:

All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments when they return to school. **For each day of absence**, **a student shall have one (1) school day to make up the work missed**, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to above policy.

A student must be absent three (3) days before teachers may send home missed assignments or daily work.

Any examination or test, announced during the student's presence in class or which is regularly scheduled (mid-term or semester), which is missed by the student due to any type of absence other than truancy, shall be made up on the

day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.

Distance/Virtual Learning Policy

If **a student CHOOSES to learn virtual through Weleetka Schools, they must first fill out the virtual enrollment form and be approved by the principal.**

ACADEMIC REQUIREMENT

If a student who has chosen to attend Weleetka Schools in a virtual setting is on the ineligibility list in three or more classes for two consecutive weeks, the student will be required to return to Weleetka Schools in a traditional setting. If the student does not return, the student will be counted absent unexcused.

VIRTUAL ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school, if a child is to be absent for one of the above reasons. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the

responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Students who are virtual will have 48 hours from the time the assignment has been assigned to the time it is due.

When an assignment is due and has not been submitted, the student will be counted absent on the day the assignment is due.

If a student is failing 3 or more classes any 2 consecutive weeks, the student will be required to return to the traditional school setting. If the student is unable to return to the traditional setting, the student will be counted as an unexcused absence until they either return to traditional school or are dropped due to the 10 day OSDE policy.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity - Traditional & Virtual

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted. 11 unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy Traditional

A student is considered truant when absent from the classroom with-out the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies Traditional

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. A student who is more than 10 minutes late is counted absent for the period.Any student who exceeds the 10 day limit for unexcused absences may appeal to the board of education for reinstate-ment of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37/ 70 O.S. § 10-105/ 70 O.S. § 3-145.8

Distance /Virtual Learning Policy

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Weleetka Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all student have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

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 instruction is not dependent 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 any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

Distance learning plan means a plan implemented under a public school or charter school's distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting. A distance learning plan must meet the requirements set forth in the state accreditation standards.

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.

Virtual instruction means the use of the internet or other such digital information transmission systems as the primary medium of instruction. Virtual instruction may be synchronous or asynchronous or may become synchronous or nonsynchronous instruction.

In the event of an emergency declared by a federal or state government entity that impacts the operation of public schools in Oklahoma, or upon an action taken by the

State Board of Education declaring such an emergency that leads to the temporary emergency closure of school campus or otherwise significantly impairs the operation of public schools in Oklahoma, the school district may implement distancing learning plans which provide for distance learning that is accessible to all students.

The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. The school calendar may include one or more emergency closure "makeup days" to be delivered through the distance learning plan.

Prior to the implementation of virtual or distance learning plans the district will survey parents and guardians regarding educational services and technology capabilities. After surveying parents and guardians, the district shall make individualized determinations of which students would be able to access virtual instruction. Those students unable to access virtual instruction would be provided an equitable education through distance learning options.

Guidelines

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

1. Virtual instruction, distance learning, two-way interactive 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 same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

3. Only students who are enrolled in this district, either as resident students or transfer students, will be granted access to supplemental online courses. Records of student enrollment and attendance shall be maintained through the school's authorized student information system consistent with state accreditation standard requirements.

4. Requests for enrollment in supplemental online courses shall be as follows:

a. Interested students 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.

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 unappealable. 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 period.

6. Students earning credit by means of virtual instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district.

7. Courses offered for credit by means of virtual instruction shall be aligned with the Oklahoma Academic Standards (OAS).

8. 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 students, 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.

9. 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. Under all circumstances the provision of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.

10. 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.

11. All federal and state statutes and regulations pertaining to student privacy, the transmission or posting of images or other content on the internet or World Wide Web, copyright of 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.

12. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

13. 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.

14. Instructors of virtual 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.

15. Participation in the distance learning plan must be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students due to limitations such as budget and/or geography, the distance learning plan must provide for alternative methods to deliver equitably equivalent instruction to all students.

16. 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.

REFERENCE: 70 O.S. §1-111

10-DAY EXTRACURRICULAR ACTIVITIES POLICY

The Weleetka Board of Education defines extracurricular activities as those school-related activities, which primarily involve students in other than classroom situations.

The Board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas and consideration of sponsors' criteria for each activity. Prior to the beginning of each school year the board will decide what contests are to be considered state and national levels of participation (taking into consideration Career Technology and Oklahoma Secondary Schools Activity Association [OSSAA] approved/sanctioned activities.

1. The Board of Education has established an Internal Activity Review Committee composed of:

A. Activities director,
B. President of high school student council,
C. Principal/Administrator
D. Representative of the classroom teachers,
E. Representative of the non-core teachers,
F. Representative of the athletic department,
G. Representative of the vocational department,
H. Representative of the central office administration, and
I. Parent selected by the other committee members.

2. The committee shall be responsible for reviewing and recommending any deviations from the activity policy to the Board of Education. In the event that a Board meeting is not available, the superintendent shall make the decision and report to the Board at the next regular meeting.

3. In order for a student to request an exception to the ten (10) day-absence limit for school activities through the Internal Activity Review Committee, the student must meet the following criteria:

A. Grade point average of eighty (80) with no failing grades at last nine-week reporting period.
B. Must have been in attendance in each class ninety percent (90%) of the school year at the time of request. All absences for any reasons other than absences listed in exceptions will be counted.
C. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.
D. Request in writing for a hearing should be made by the parent or guardian in advance of absence.
E. Request for exception to the ten (10) day limit will be limited to five (5) days per student per year.

4. Appeal of decision of Internal Activity Review Committee following initial hearing:

A. A signed written complaint must first be filed with the local Board of Education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report with the State Board of Education and Accreditation Section. This complaint must include a listing of the names of the students, dates and classes missed which exceed policy statement.

B. The School District shall provide to the monitoring team during the on-site visit the necessary records to verify or deny the violation as specified in the written complaint.

C. The monitoring team shall submit a written report to the superintendent and Board of Education within ten (10) school days of the on-site visit.

LIST OF BOARD APPROVED ACTIVITIES

CareerTech Activities

The Oklahoma Department of Career and Technology Education have approved the following activities for exclusion from the 10-day rule. The activities, and reason for exclusion, are listed by general category and represent the activity of the seven CareerTech Student Organizations, including BPA, DECA, FCCLA, FFA, HOSA, SkillsUSA, and TSA. Also listed are activities involving the Career and Academic Connections Division.

1. District, State and National Leadership Activities

➢ **Excluded based on earning the right to participate above the County level**

Examples:

- Officer Leadership Training
- District Leadership Conferences
- State Leadership Conferences
- National Leadership Conferences
- CareerTech Student Organization Day at the Capitol

2. Career Development Events

➢ **Excluded based on the natural progression of competition above the County level**

Examples:

- Speech Contests
- Judging Contests
- Skills Competitions

3. Project Exhibition

➢ **Excluded based on earning the right to compete above the county level**

Examples:

- Livestock
- Crops
- Technology Exhibits/Displays

4. Career Guidance Events

➢ **Excluded based on the students need to develop essential career and academic skills**

Examples:

- College and Career Days
- Career Fairs
- Career/Academic preparation, assessment, interpretations
- Career Expos, Tech Tours
- Job shadowing

BPA Activities

1. Sanctioned State and National Leadership Activities

➢ **Excluded based on earning the right to participate**

Examples:

- State Fall Leadership Conference:
  State Officers: October – 2 days
  Membership: October - 1 day
- State Officer Leadership Training:
  April – 3 days
- State Leadership Conferences:
  State officers: March – 3 days
  Membership: March – 2 days
- National Leadership Conferences:
  May – 3 days
  Optional for Members & State Officers
- State Officer Meetings:
  State Officer Interviews – February – 1 day
  January – 1 day

February – 1 day
April – 2 days
May - 4 days (CTU)
August – 2 days
September – 2 days
December – 1 day

DECA Activities

1. Sanctioned State and National Leadership Activities

➢ **Excluded based on earning the right to compete**

Examples:

- State Fall Leadership Conference:

State Officers: October – 2 days
Membership: October 1 day

- DECA Day at the Capitol:

Membership – March – 1 day

- State Leadership Conferences:

State officers: Feb.-March – 3 days
Membership: Feb.-March – 2 days

- National Leadership Conferences:

April/May – 3 days
Optional for Members
Required for State Officers

- State Officer Meetings:
  State Officer Interviews:

January – 2 days
February – 1 day
CTSO Day at Capitol – 1 day
April – 3 days
May - 4 days (CTU)
August – 2 days
September - 2 days
December – 1 day

FFA Activities

1. Sanctioned District, State and National Leadership Activities

➢ **Excluded based on earning the right to participate**

Examples:

- Chapter Officer Leadership Training – October – 1 day
- State FFA Conference – April – 2 days
- National FFA Convention – November – 3 days

2. Sanctioned Career Development Events

➢ **Excluded based on the natural progression of competition at the district level and above**

Examples:

- District Contest – 1 day
- State Contest – 1 day
- National Contest – 3 days

3. Sanctioned Project Exhibition

➢ **Excluded based on the natural progression of competition at the district level and above**

Examples:

- State Fair – (1) – (Fall) days vary by fair
- District Livestock Show (Spring) days vary by district
- State Livestock Show (Spring) days vary by exhibitor

HOSA Activities

1. Sanctioned State and National Leadership Activities

➢ **Excluded based on earning the right to participate**

Examples:

- State Office Selection Interviews - September – 1 day
- State Fall Leadership Conference
- State Officers: October – 2 days
- Membership: October – 1 day
- State Leadership Conference
- State Officers: April – 4 days
- Membership: April – 3 days
- State Officer Meetings
- September – 1 day
- Washington Leadership Academy – September – 4 days
- November – 2 days
- January – 1 day
- CTSO Day at the Capitol – February – 1 day
- March – 1 day
- CareerTech University – May – 3 days

TSA Activities

1. Sanctioned State and National Leadership Activities

➢ **Excluded based on earning the right to participate**

Examples:

- State Officer Selection Interviews – February – 1 day
- State Fall Leadership Conference – October – 2 days
- Construction Rally – February – 1 day
- First Robotics – February – 3 days
- State Leadership Conference – April – 3 days
- TSA Day at the Capitol – April – 1 day
- State Officer Meetings
  - September – 1 day
  - October – 1 day
  - December – 2 days
  - February – 1 day
  - March – 2 days
- CTSO Day at the Capitol –
  - February – 1 day
  - March - 1 day
- CareerTech University – May – 3 days

SkillsUSA Activities

1. Sanctioned District, State and National Leadership Activities

➢ **Excluded based on earning the right to participate**

Examples:

- Chapter Officer Leadership Training – October/November – 1 day
- District Leadership Conferences – February – 1 day
- State Leadership Conference – May – 2 days
- State Officer Meetings
- State Officer Candidate Screening – April – 1 day
- State Officer Training – May – 2 days

2. Sanctioned Career Development Events

➢ **Excluded based on the natural progression of competition at the district level and above**

Examples:

- District /Regional Skills Contest – February – 1 day
- Ford/AAA Competition for Auto Service Technology- April 1 day
- State Skills Contest (Same time as Leadership Conf) – May – 2 days

MAKE-UP WORK

All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments when they return to school. **For each day of absence, a student shall have one (1) school day to make up the work missed**, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to above policy.

A student must be absent three (3) days before teachers may send home missed assignments or daily work.

Any examination or test, announced during the student's presence in class or which is regularly scheduled (mid-term or semester), which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.

TO BE ADMITTED TO CLASS

(The day you return to class from being absent, before going to your first hr class)

1. You must have an admit from the office **before class starts!**

(a) If you are late to class trying to get an admit, you will be in detention 1 day/corporal punishment.

(b) If a student is asked to leave a class by the teacher for being a

disruption, the student must get an admit before they can return to that class. The admit given will be unexcused.
*A record will be kept of all absences and tardies. Attendance letters will be sent home to your parents.

If you are absent:

1. Parents should call the office on the day of your absence.
(a) A note will be accepted only if your parents do not have access to a telephone.
(b) **If the parent/guardian does not call or send a note to the school on the day the student returns, the absence will be unexcused**

If a student is late/tardy the day following an extracurricular activity, he/she, on the second offense, will not be eligible to participate in one (1) event/activity. A note will not be accepted.

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

POLICY ON CHECKING OUT OF SCHOOL

Weleetka School does not abide by the blanket policy to leave school.

Parents must contact the school each time before a student has permission to leave, no matter how old you are!

TRUANCY

Definition of Truant: A student is identified as truant when he/she is absent and neither his/her parents nor the school officials know of his/her whereabouts.

A grade of "0" indicating "no credit" shall be recorded in the grade book for that day and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and nine weeks test.

It is the parent's/guardian's responsibility to notify the office when their child is absent and the reason for being absent. If the parent/guardian does not call or send a note to school on the day the student returns, the absence will be **UNEXCUSED**. **If a student has skipped school, the first offense will be one (1) day in-house;**

the second offense will be 3 days in-house; and the third offense will be five (5) days in-house.

TARDINESS

1. **Excused:**

(a) If your teacher holds you or your class overtime. If they hold you late, you must bring a note from that teacher to the office to get an excused tardy.

2. **Unexcused -**

Examples:

(a) Sleeping late, alarm didn't go off, electricity was off, mother didn't wake you up.
(b) Mom made me late.
(c) he/she was with me
(d) waiting for a friend to come to school
(e) being late to class helping a friend get an admit or use a phone
(f) athletic event the night before

Disciplinary action for unexcused tardies:

1. 1st unexcused tardy admit to class will be marked unexcused– no make-up work

(a) only one per school year

2. 2nd tardy following a night extracurricular activity will result in a one-activity suspension.

(a) coming in late the night before is no excuse
(b) too tired to get up is also no excuse

All students should be at school by 8:00 a.m. Students who come to school after 8:10 a.m. or 1:30 p.m. should report to the principal's office before going to class. Failure to report to the office will result in detention.

TEACHER AUTHORITY

Students must remember that all school personnel of this school system have the authority over them. This not only applies during a school day, but also at any school sponsored activity at home or away. School regulations apply to students from the time they leave their residence in the morning until they return to that residence or a length of time equivalent to that return.

GANG POLICY

Gang, gang clothing or gang sign: No gangs, gang related clothing, gang related dress, or gang signs or signals will be permitted at Weleetka Schools or activities. The possession of fake contraband is a violation of school rules. Students can be suspended for distribution of non-drug substances represented to be drugs or possession of look-alike weapons.

SEARCH POLICY

Since it is the duty of the school administrators and teachers to protect the school population from foreseeable injury, and enforce laws and school rules, it justifies the conducting of a reasonable search that includes desks, lockers and automobiles. Searches should be based on reasonable suspicion with anticipated results of producing tangible objects, which were reported stolen, considered illegal, illicit, disruptive, or a general nuisance to the educational process. Searches of a student's person should be done by a person of the same sex. An administrator must authorize all searches.

DRUG, DRUG PARAPHERNALIA, ALCOHOL POLICY

Sale, distribution, use or possession of non-intoxicating or alcoholic beverages, controlled substances, illegal drugs, marijuana, or other materials expressly prohibited by federal, state, or local laws is not permitted by students in school buildings, on school property, or at school functions. The sale, distribution, or abusive use of prescriptions, patent or imitation drugs is not permitted. Further "drug paraphernalia" as defined in 63 O.S., 2-101, paragraph 32, is unlawful to use, possess, or distribute. Violation of this policy will result in the following consequences:

(1) Whenever possible, the parent/guardian will be notified.

(2) The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully.

(3) The Superintendent of Schools will be contacted.

(4) Suspension up to two (2) semesters

A**.** **First offense** – (85) eighty five SCHOOL days suspension with no make up work.

- Loss of participation in all extra-curricular activities for 85 SCHOOL days AND until the following are completed:

1. Read 5 books related to drug and alcohol abuse and write a report on each. The report should be one (1) typed page. Turn in documentation to the principal.

2. View 3 hours of videos related to drug and alcohol abuse and write a report of one (1) typed page on each. Turn in documentation to the principal.
3. Visit a drug and alcohol treatment center or Office of Juvenile Affairs with your parents. Turn in documentation to the principal.

B. **Second Offense** – Suspension for a semester or 165 SCHOOL school days.

- Loss of participation in all extra-curricular activities for 165 SCHOOL days AND the following are completed.
- To be reinstated to extra-curricular activities:

1. Be in drug and alcohol counseling and participating.
2. Written verification shall be turned into the principal's office after each visit.

C**.** **Third Offense** – suspended for 250 SCHOOL days.

- Loss of participation in all extra-curricular activities for 250 SCHOOL days AND the following are completed.
- To be reinstated to extra-curricular:

1. Be in drug and alcohol counseling and participating.
2. Written verification shall be turned into the principal's office after each visit.
3. Visit a drug and alcohol treatment facility or Office of Juvenile Affairs and bring back verification of visit.

The principal shall have the discretion to skip any steps due to the severity of the offenses. These consequences will be imposed independently of court action. However, the consequences may be lessened or waived if information provided by the student leads to the arrest and conviction of the person or persons illegally dealing in drugs. In the event a student is suspended from school for chemical problems, the administration may require evidence that he has completed or is currently undergoing acceptable rehabilitation treatment before allowing the student to return to school.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. (Section 1, Amendatory 70 O.S. 1981, Section 24-102) Parents of students suspected of violating this policy will be notified.

DEFINITIONS

Drug: Any chemical that in sufficient amounts will alter a person's function and is made of materials expressly prohibited by federal, state, or local laws.

Possession: Possession includes having the drug on the person or among the personal possession (locker, car, etc.) of the individual.

Abusive Use: The taking of more or less medication than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

Policy on Reporting Students Under the Influence of or Possession of Non-Intoxicating beverages, Alcoholic beverages, or Controlled Dangerous Substances

It shall be the policy of the Weleetka I-31 Board of Education that any teacher who has reasonable cause to suspect a student may be under the influence of or said student has in his/her possession:
(1) Non-intoxicating beverage(s)
(2) Alcoholic Beverage(s)
(3) Controlled dangerous substance(s)
As state law does not define the above, the teacher shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent/guardian of said student concerning this matter.

Any suspension and/or search of said student regarding such suspicion shall be subject to any existing and applicable school policy, state law, or student handbook regulation.

Any school administrator, teacher, or counselor having reasonable cause to suspect that a student is under the influence of a non-intoxicating beverage as defined in Section 153.2 of Title 37, alcoholic beverages as defined in Section 506 of Title 37 or a controlled dangerous substance as defined in Section 2-101 of Title 63 or has in the student's possession non-intoxicating beverages or alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate treatment personnel or any law enforcement agency, pursuant to the school's policy

shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report.

GUN FREE SCHOOLS ACT POLICY

Any student that brings a weapon, as defined in Section 921 of Title 18 of the United States Code, to school or to a school activity will be expelled from school for a period of not less than one year. Weleetka Public Schools chief administering officer may modify the expulsion requirement on a case-by-case basis. However, for students with disabilities the procedures that appear on pages 80-83 of the POLICIES AND PROCEDURES FOR SPECIAL EDUCATION IN OKLAHOMA must be followed regarding the suspension of a special student.

Assurance of the policy will be given to the State Department of Education. Weleetka Public Schools will provide to the State Department of Education the following information:

1. Description of the circumstance surrounding the incident
2. The name of the school concerned
3. The number of students expelled from the school
4. The type of weapons concerned

USE OF TOBACCO/ VAPING PRODUCTS

The Weleetka Public Schools Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Education also recognizes that tobacco smoking and the environmental tobacco smoke (second hand smoke) has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility or the grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

Therefore effective August 13, 2014, smoking, chewing, vaping or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property 24 hours a day, 7 days a week, including non-school hours. This applies to all school sponsored events held on or off campus.

1. “School property” is defined as all property owned, leased, rented or otherwise used by any school in this district including but not limited to the following:

A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. This also includes but

not limited to areas normally reserved for the exclusive use of faculty or support staff.
B. All school grounds and buildings over which the school exercises control including areas surrounding any buildings, playgrounds, athletic fields, recreation areas and parking areas.
C. All vehicles used by the district for transporting students, staff, visitors or other persons.

2. “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms prepared in such manner to be suitable for chewing, smoking or both, and include cloves or any other product packages as defined within this policy.

3. “Use” is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco
as defined within this policy.

4. Vaping is defined as the action or practice of inhaling and exhaling vapor containing nicotine and flavoring produced by a device designed for this purpose

All students , faculty, and staff are responsible for adhering to this policy. Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students who violate this policy will be disciplined according to guidelines established by the board.

JUICE/WATER IN CLASSROOM

There will be no juice/water allowed in the classrooms during class time unless a medical condition requires an exception.

ENERGY DRINKS

Students shall NOT have energy drinks such as Red Bull, Monster, etc. on campus.

HARASSMENT (BULLYING)

It is the policy of Weleetka Public Schools that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-

sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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

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

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

The building principals shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing to all staff and students.

SEXUAL HARASSMENT, BATTERY

The Weleetka School District forbids sexual harassment or sexual battery of any student. The Board of Education will not tolerate harassment or battery by any of its employees, and volunteers who work with Weleetka School students.

Sexual Harassment

1. For the purpose of this policy sexual harassment includes:

A. Verbal or physical advances including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually

oriented “kidding, teasing, double meanings and jokes.”
(1) Talking about sexual matters, hugging, touching inappropriately, or
(2) Writing graffiti of a slanderous or sexual nature.
B. Making any oral, written, lewd or indecent proposal.
C. Asking, enticing, or persuading a person to meet at a secluded, remote or secret place with unlawful and willful intent to commit a crime.
D. Any action not yet mentioned that is deemed inappropriate by definition or intent of law.

2. For the purpose of this policy sexual battery includes:
A. The intentional touching, mauling, grabbing, or feeling of the body or private parts of any person in a lewd and lascivious manner without the consent of that person.
B. Any action not yet mentioned that is deemed inappropriate by definition or intent of law.

Any incident of alleged sexual harassment or sexual battery will face disciplinary action up to and including the maximum allowed by law (2 semester suspension) and a formal report made to the appropriate law enforcement officials.

Sexual harassment or sexual battery can be a felony punishable by imprisonment from one year to life without parole.

Students should report any incident involving the above-mentioned actions to an administrator, the counselor, or a teacher. If the student is not comfortable in reporting this they should have a parent or friend report the problem.

The Weleetka Board of Education and Administration fully intend for its school as a work place, a place of learning, and a place of activities to be totally free from sexual harassment and/or sexual battery.

Suicide Prevention and Postvention Policy

1.**Purpose**

The Weleetka School Board, in recognition of the need to protect health, safety, and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

2. **Prevention**

Students will receive age appropriate lessons in their classrooms through health education on the importance of safe and healthy choices, as well as help seeking strategies for self or others. Students are taught not to make promises of confidence when they are concerned about a peer or significant other. Lessons will contain information on comprehensive health and wellness, including emotional, behavioral, and social skills development. Lessons are taught by health and physical education teachers, community service providers and Student Assistance Program(SAP) team for screening and recommendations.

3.**Staff Training and Responsibility**

All staff are responsible for safeguarding the health and safety of students. All staff are expected to exercise sound professional judgment, err on the side of caution and demonstrate extreme sensitivity throughout any crisis situation. All school personnel should be informed of the signs of youth depression/ suicide.

Any staff member who is originally made aware of any threat or witnesses any attempt towards self –harm , that is written, drawn, spoken or threatened, will immediately notify the principal or their designee. Any threat in any form must be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. Thus, in case of life threatening situations a student's confidentiality will be waived. The district's suicide response procedures will be implemented.

CAFETERIA REGULATIONS

1. Do not come into the cafeteria unless you plan to eat.
2. When released for lunch, put your books up and go directly to the cafeteria and get in line.
3. If you leave the line for any reason, you must return to the end of the line. Cutting the line will result in disciplinary action.
4. Normal conversation is fine, but loud noise and laughing will not be tolerated.
5. When finished eating, clean up around your eating area and take your plate and trash to the dish washing window and go out the door marked exit. Do not come back up the center aisle.
6. If you want extra milk, you must pay for it.
7. Cafeteria workers have the same authority as teachers. Do as they ask or tell you to do.
8. Do not take excessive amounts of crackers or straws. Do not eat crackers from the salad bar while you are waiting in line.

9. Take all you want, but make sure you eat it.

DRESS CODE

To maintain a setting that is conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and school activities. We certainly want any visitor to our campus to leave with a good impression of our school. When school officials feel a student is not dressed in an appropriate manner, the student will be told to correct the situation. The following are not permitted as appropriate school attire:

1. Sun shades in the building, unless prescription.
2. Caps, hats, headbands or other head covering in the building. No bandanas of any kind or color can be worn in your hair, waist, or exposed from a pocket at school or school activities.
3. Bare midriffs, strapless or see through garments, plunging necklines, low-cut blouses or dresses.
4. Clothing with vulgar language, obscene pictures or graphics and working related to drugs or beverages containing alcohol.
5. Clothing with graphics or expressions not in good taste.
6. Clothing, jewelry or accessories that pertain or relate to the use or approval of legal drugs.
7. Tank tops, muscle shirts, spaghetti straps, or biker shorts. No Daisy Duke shorts! If you want to wear a tank top, you must have a T-shirt under it.
8. Clothing with holes by design or accident that would draw undue attention, be considered inappropriate, or interfere with the educational process. No jeans with holes in the rear end or other questionable areas can be worn.
9. Skirts, dresses, shorts, etc. must be longer than the student's fingertips when arms are placed by their sides. No boxer shorts!
10. Sagging – all clothing will be worn in an appropriate manner, at a level that is in good taste and does not expose undergarments.
11. Any other attire that draws undue attention to the students or in any way interferes with the educational process or is considered inappropriate.
12. Headwear (hats, caps, etc.) should not be worn in the building by students. If they are worn, the principal has the authority to confiscate the headwear and return it at his/her discretion. No pantyhose caps!
13. No extra large jewelry.
14. Any hairstyle that is disruptive to the learning process.
15. Any clothing or attire that promotes racism in any way (ex: NO rebel flags).

TRANSPORTATION

Bus Drivers:

The number one job of the bus driver is the safety of the students. School bus drivers have a big job. It would be dangerous to those riding for him/her to be bothered with discipline problems. It is the order of the Board of Education that there be no scuffling; loud talking; smoking; use of tobacco; immoral talk; destruction of busses or any misconduct; that the bus drivers are to send the individual to the superintendent where it is likely that the individual will be required to pay for the damage and denied the privileges of riding the bus. The driver has the same authority over the child on the bus as the teacher does in the classroom. Only those pupils attending the Weleetka Public School will be allowed to ride the bus.

Bus Rules:

Previous to loading (on the road and at school):

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

While on the bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Refrain from the use of any form of tobacco.
3. Assist in keeping the bus safe, clean and sanitary at all times.
4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Keep books, packages, coats, and all other objects out of the aisle.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out the bus window.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. Horse-play is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils, and the bus driver. Follow the instructions of your bus driver.
14. Keep absolute quiet when approaching a railroad-crossing stop.

15. In case of a road emergency, children are to remain in the bus.

After exiting the bus:

1. When crossing the road, go at least ten (10) feet in front of the bus, stop, check traffic, watch for the bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

Extra-curricular trips:

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperon appointed by the school officials.

EXTRACURRICULAR ACTIVITIES

Game day attendance

If you are absent on game day:

1. You are ineligible until:

(a) Parent calls (no notes)

(b) Previous arrangements are made.

*****Sleeping is not excusable, therefore making you ineligible for competition. Students have the opportunity and privilege to participate in extracurricular activities. Participating in football, basketball, baseball, volleyball, track, softball, FFA, band, cheerleaders, or other school activities may be a very rewarding experience. However, each student needs to be aware of the inherent danger that exists while participating in such activities. The school is not responsible for expenses that may result from such injury.

In order to be eligible to compete in interscholastic activities, you:

1. Must be passing all subjects on a weekly basis (If a student is ineligible three (3) weeks in a row, they will be removed from the activity for the remainder of that sport's season to work on their grades.)
2. Have a satisfactory record of attendance in accordance with the OSSAA 90% attendance rule and citizenship
3. Be under 19 years of age as of September 1

4. Weekly eligibility grades will be taken and letters sent to parents weekly, if failing.
5. If a student is in In-house detention, they will not be able to participate or attend extracurricular activities.
6. Students are not permitted to attend school-sponsored activities during the normal school day without permission from the sponsor or principal. Examples: County Livestock show, Conference Track meet, etc.

** ALL STUDENTS WHO PLAY SPORTS MUST HAVE A PHYSICAL BEFORE PRACTICING. (GRADES 7 – 12)

Any student that goes out for athletics must finish the season or go to PE. All PE classes will be required to dress out daily and participate unless under Doctor's orders and then a statement must be presented to the teacher/coach or administrator. Walking around the football field, gym, or assigned area is considered as physical education and may be assigned to some students by the instructor. Grades will be Pass/Fail.

- For a student to participate in school-sponsored activities, he or she must ride school transportation both ways, unless released by the principal for alternate transportation.

TELEPHONE USAGE

Students will not be called to the phone or allowed to make a call during class unless it is an emergency. Students should take care of personal business before coming to school. Unless a call pertains to school business, students should not use a school phone! If an emergency arises, students may use the phone in the principal's office.

CHECKING IN AND OUT OF SCHOOL

When a student arrives at school after 8:10 they must come by the office to check in. If a student comes to school between classes, they must check in the office. When a student needs to leave school before 3:30, they must come by the office to check out. Failure to do so is one week of detention for the first offense. Students who need to leave class during the class hour for an appointment or otherwise should get an early dismissal pass from the office to give to the teachers.

WITHDRAWING FROM SCHOOL

When a student is going to leave the school district, the student must come to the office and get a withdrawal slip to check out with their teachers. Students must return all books and supplies to their teachers, pay any bills owed and check out with the principal before leaving.

VISITORS

Students must get permission from the principal before bringing a visitor to school. Visitors will be required to abide by WHS rules during their stay. Visitors will not be allowed to go to classes and may **only** eat lunch at the cafeteria and then must leave the campus after eating.

PUBLIC DISPLAY OF AFFECTION

Students will not be allowed to show public affection while at school or school-sponsored activities.

ROLLER BLADES/SKATE BOARDS

No roller blades / skates / skateboards will be allowed on school grounds during regular school hours.

SIGNS

Students must get permission from the principal before posting any signs. No signs may be posted above the lockers or on any sheetrock surface.

CARVING ON SCHOOL PROPERTY

If you do any carving on school property, or cause any destruction to it, you will be responsible for replacing or paying for damages.

LASER POINTERS

Weleetka High School has a strict no laser pointer policy. Violation of this policy will result in loss of laser plus one (1) day of detention.

WIRELESS TELECOMMUNICATION/ELECTRONIC DEVICE POLICY

Oklahoma Statutes Sec. 24-101.1. Title 70 has been amended to read: "School districts are required to adopt rules regarding student possession of a wireless telecommunications device."

The Board of Education promotes an environment for instructional learning that is safe and secure, therefore the Board and the administration have developed the following guidelines for wireless telecommunication devices for Weleetka Public Schools:

All students will be allowed to use their cell phones during non-instructional school time (lunch, and between classes). Phones must be on silent and out of sight during instructional time, unless being used for instructional purposes with teacher's permission. Students may NOT take pictures or videos during school hours. Students will be held accountable for any negative postings, pictures, or videos taken or posted to social media sites that occurred during the school day. Students who post any videos or pictures to any social media site that are considered inappropriate (ex. fights) will be suspended for 3 days and will continue on suspension until the picture or video is taken down.

Cell phones are not a necessity for a quality education and therefore it is not a requirement. Weleetka Public School will not be responsible for any lost or stolen electronic devices. Each user is responsible for his/her own cell phone and should use it responsibly. While school employees will help students identify how to keep personal devices secure, students will be the final responsibility for securing coverage of personal electronic devices, as many insurance policies can cover loss or damage.

** School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the students will be required to unlock the device at the request of a school administrator.

Violating the established policy will result in the following:

First offense: **Phone will be taken from a student and returned only to parent/guardian and will serve one (1) day of in-house detention.**

Second offense: **Phone will be taken from a student and returned only to parent/guardian and will serve three (3) days of in-house detention.**

Third offense: Phone will be taken from a student and returned only to parent/guardian and will serve five (5) days of in-house detention.

- ***Failure to comply can/will result in suspension.***

SOLICITATION

Students are not permitted to solicit money for any fundraising activity not sponsored by the school.

MEDICAID

Weleetka High School will bill Medicaid covered services provided to Medicaid eligible students.

LIVESTOCK SKILLS CENTER

It is an honor and privilege for students of the Agriculture Education Department to keep their projects at the Weleetka FFA Public School Livestock Skill Center.

1. All projects are under the supervision of the Weleetka Agriculture Education instructor and the Weleetka Schools Administration.
2. If at any time a student's project is not properly taken care of, the student will be asked to remove the project.
3. If no action is taken, the project will be removed by the Weleetka Agriculture Education instructor and School Administration.
4. At the end of the show season, all students showing livestock will be required to assist in cleaning up the livestock skills center.

STUDENT ELIGIBILITY DURING A SEMESTER

1. Scholastic eligibility for students will be checked after the first three weeks of a semester and each succeeding week thereafter. Teachers will turn in grades on Friday to determine eligibility for the following week. The period of probation and ineligibility will always begin the Monday following the Friday when the eligibility is checked.
2. Students must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing in all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

SCHOLASTIC ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exceptions for only those students participating in non-competitive activities. (Board policy)

Section 1: Semester Grades

a. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.) For block schedules that offer 8 or more credits during an 18-week grading period, a student must earn 7 credits counted toward graduation during the 18-week grading period. (1 credit = ½ Carnegie Unit) (Trimester Eligibility – Refer to Board Policy XXXIX)

b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate in any extracurricular or school related activity during the first six weeks of the next 18-week grading period they attend.

c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

d. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

NOTE: The Board of Directors may make exceptions to non-traditional structures. (Ex: block, trimester, etc.)

Section 2: Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of vo-tech students and all concurrently enrolled students. For block scheduling, scholastic eligibility will be checked after two weeks (during the third week) of the first and third blocks and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period.

If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

d. "Passing grade" means work of such character that credit would be entered on the records where the semester to close at that time.

Section 3: Special Provisions

a. A senior student maintains eligibility by passing the classes required for graduation. The number of classes that a student is enrolled in can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units that are accepted by the Oklahoma State Department of Education.

b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week).

c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work.

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

Section 4: Special Education Students

Special students, who are enrolled in special education classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

DISCIPLINE

In the Weleetka School System, the teacher shall practice such discipline as would be exercised by a kind and judicious parent. When other efforts fail, teachers may report the case to the Principal who will administer a discipline suitable for the offense. **Discipline is designed to help the student refrain from repeating misbehavior. If the student cannot learn the value of following regulations, school officials must eventually excuse the student from attendance**. A written report shall be made for each student receiving administrative discipline. The report will describe the offense and the disciplinary action taken. One copy of the report will be placed on file and one copy will be sent home with the student or mailed to the parent. (January 5, 1993)

STEPS OF DISCIPLINE ADMINISTERED BY THE PRINCIPAL

1. Informal talk
2. Detention (less than 5 days)
3. Conference
4. Detention (5 to 10 days)
5. In-house detention – corporal punishment
6. Saturday school
7. Short term suspension
8. Long term suspension

****Students who are suspended from school cannot attend or participate in extra-curricular activities until the suspension is completed!**

****Fighting:** Any contact, pushing, shoving with intent to cause bodily harm will be considered as fighting.

****Fighting: I**f a student starts the fight it will be an automatic three (3) day suspension. Should one of the students involved in the fight try to avoid the incident and is attacked by another student, and defends themselves, they will do 3 days in-house.

Classroom Non-Participation
For those who sit in class, and do not participate in classroom activities, you will be placed in room 14 for the remainder of the school day.

Refusal to go to room 14 will result in the student being suspended for that day, with no opportunity to make up missed assignments.

Refusal to do discipline will result in the following consequences:
1. First offense: 2 days suspension

2. **Second offense: 4 days suspension**
3. **Third offense: 5 days suspension.**

INFORMAL TALK

A school official (teacher, administrator, or counselor) will talk to the student regarding how the student should behave. Parents may be notified if necessary.

DETENTION (LESS THAN 5 DAYS)

Students are to go to noon detention before going to lunch. "Failure to do so will result in another day being added." If you skip noon **detention** twice in one (1) week's time, you will automatically go to In-house for one (1) day. Refusal to do in-house detention time will result in automatic suspension for the day/days assigned. No make up work will be allowed. There will be **NO EXCEPTIONS!**

Detention is assigned by the administration for unacceptable behavior. Students must bring school work to work on. After school detention will be from 3:15 to 3:40 p.m. Monday through Friday. Parents must provide transportation for after school detention.

Rules for detention:

1. No visitors
2. No talking to other students
3. No food or drinks
4. Bring schoolwork to keep you busy.

Violation of detention rules will result in 2 days of In-house detention. The following discipline will be administered for students who fail to attend assigned detention:

1. Missing detention:

a. On first "no show": Administrator will assign an additional day of detention.

b. On second "no show" the student will receive in-house detention.

CONFERENCE

A formal conference is held between the student and one or more school officials. During this conference the student will agree to correct his or her behavior. This action will be recorded in the student file. Parents will be notified.

DETENTION (5 TO 10 DAYS)

Parents are notified by telephone, personal contact letter or certified letter. A conference may be conducted between the student and his/her parent(s), and appropriate school personnel and any other individuals concerned. This action will be recorded in the student file. The counselor will make a follow-up visit with the student.

IN-HOUSE DETENTION

A student will be placed in in-house detention for excessive discipline problems. The purpose of in-house detention is to provide students with an alternative to short term out-of-school suspension. Students who excessively fail to attend noon detention will be placed in in-house to make up time.

For the School Year:

1. You have five (5) days total of in-school detention before you lose eligibility to participate in or attend extra-curricular activities.

a. You will be eligible again when the detention has been served.

CORPORAL PUNISHMENT

The principal may administer reasonable corporal punishment that does not inflict permanent bodily injury after careful evaluation of the case. In each instance:

1. Corporal punishment should not be given except by an administrator.
2. It should be administered in the privacy of the principal's office or similar area with a witness present.
3. Corporal punishment approved in the Weleetka Public Schools school system shall be defined as paddling the student on the buttocks region. Corporal punishment does not include hitting, slapping, or kicking a student. These punishments are not acceptable in the Weleetka Public School.
4. A parent or guardian must be contacted and consent to Corporal punishment.
5. Corporal punishment is prohibited for students with disabilities entitled to special education services under the Individuals with Disabilities Education Act (IDEA) per OSDE rule.

SATURDAY SCHOOL

Supervised school service will be done on Saturday mornings from 8:00 a.m. until 12:00 p.m. If a student is absent from their assigned Saturday discipline:

1. Parents must notify principal
2. Board policy will be used to determine the excused or unexcused absence.
3. First unexcused absence will result in double hours.
4. Second unexcused absence will result in lengthy suspension.

Rules for Saturday School:

1. Be on time, tardies will not be permitted.
2. Bring something to work on for the entire four-hour period.
3. If students are not working the entire time:

a. The student will be sent home and time doubled.

b. The second time student is not working, they will be sent home and scheduled for a lengthy suspension.

***Parents must provide transportation to and from school. Method of notification will be the same as after school detention.**

SUSPENSIONS

H.B. 2130 from the last session of the Oklahoma Legislature provides that a student may be suspended out-of-school for being guilty of any of the following acts:

1. Violation of school regulations;
2. Immorality;
3. Adjudication as a delinquent for an offense that is not a violent offense;
4. Possession of an intoxicating beverage, low-point beer, a wireless, telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities; and
5. Possession of a dangerous weapon or a controlled dangerous substance.
6. Profanity used at school or school activities directed towards students or staff:

(a) At the discretion of the administration the following suspensions can occur:

1st offense – 3 days suspension
2nd offense – 5 days suspension
3rd offense – 7 days suspension

SHORT TERM SUSPENSION

Ten days suspension or less – the student will be notified of all charges and given the opportunity to respond. Parents will be notified of the suspension. **Students are not permitted to participate in or to attend any school activities while under suspension**. The student will have to return with a parent or guardian in order to be re-entered to class. A student who has been given a short term suspension and his/her parent or guardian have a right to appeal a suspension decision to a committee composed of administrators,

counselors, and/or teachers. A student with a short-term suspension and his/her parent or guardian shall be informed by the principal of this right and the methods of submitting an appeal.

1. Letter sent home to the parent by the student with a returned signature required informing them of the right to appeal.
2. Notify by phone.
3. Mail

***CONTACT WILL BE MADE WITH PARENTS TO CONFIRM AFTER SCHOOL DETENTION BEFORE STUDENT STAYS AFTER SCHOOL.**

LENGTHY SUSPENSION

A lengthy suspension of school regulations may be handled as summary punishments. In every case a student should be informed of the nature of the infractions with which given the opportunity to tell his side of why summary punishment should not be administered. The following are common examples of summary infraction:

1. Defiance of authority of the teacher or employee of school;
Failure to identify self to a school employee, willful disobedience
2. Profanity.
3. Failure to follow instruction from staff member
4. Running in hall
5. Violation of published school regulations
6. Bus misconduct
7. Minor defacing or damaging of school property or personal property of others.
8. Using tobacco products, drugs, or alcohol on school grounds or at school sponsored activities.
9. Habitual truancy or tardiness to class
10. Stealing
11. Fighting or exhibiting quarrelsome behavior
12. Unsatisfactory appearance or model of dress
13. Forgery of notes
14. Unbecoming conduct or annoying distractions
15. Willful destruction or school property/teacher's property can and will result in detention or suspension.

Teacher and/or administrator should be convinced of the guilt of the accused student before subjecting him to disciplinary action. Penalties should be commensurate with the offense and normally be of the following categories:

1. Penalties that may be assigned by an administrator or teacher:
a. Make up time other than during class
b. Extra work beyond regular class work
c. Punishment agreed upon by student and administrator
d. Corporal punishment: Reasonable corporal punishment that does not inflict permanent bodily injury may be administered by the teacher of principal after careful evaluation of the case. Corporal punishment should not be administered except in the presence of an administrator or another teacher within the guidelines set by the principal and superintendent. It should be administered in the privacy of the principal's office or similar area. Corporal punishment approved in the Weleetka Public School system shall be defined as paddling the student on the buttocks region. Corporal punishment does not include hitting, slapping or kicking a student. These punishments are not acceptable in the Weleetka Public Schools.
e. Loss of privileges including suspension from school activities.

2. Penalties that may be assigned only by administrators:
a. **After School Detention:**
After School Detention meets Monday through Friday each week in room 14 and is an option administered for discipline and/or attendance problems. Students must bring work to work on. After school detention will be from 3:35 p.m. to 4:00 p.m. **PARENTS MUST PROVIDE TRANSPORTATION HOME WHEN STUDENTS SERVE AFTER SCHOOL DETENTION.**
i. No visitors are allowed in the detention room 14, nor will talking be allowed.
ii. Students will not be able to leave detention without permission from the Principal or his representative.
iii. Detention time will be made up in a timely fashion.
iv. Principals will place students in detention.
b. **In-House Detention:**
You will be placed in in-house detention for excessive discipline problems.
c. **Ten days or less suspension (short term suspension):**
The student will be notified of all charges and given an opportunity to respond. Parents will be notified of the suspension. Students are not permitted to participate in or to attend any school activity while under suspension. The student will have to return with a parent or guardian in order to be re-entered to class.
d. **Removal from class:**

If a student is disruptive within a class, a teacher may send him to the office, but the decision to suspend or permanently remove the student from the class should be an administrative decision rather than one made by the teacher.

e. **Lengthy Suspension:**

A lengthy suspension is in excess of ten (10) school days and may extend to the remainder of the semester or for the school year. If such suspension occurred during the second semester, the period of the lengthy suspension would include the first semester of the next year. The Principal, upon determining the suspension, shall notify the parents immediately. At this time, a conference will be set to take place within three (3) days. If the parents are dissatisfied with the outcome of this conference, they may request an evidentiary hearing with the Superintendent within the first ten days of the suspension. They have the right to appeal from this hearing to the Board of Education, if they so desire. Students are ineligible to compete in extra-curricular activities or to attend activities until the suspension is completed. The decision of the Board is final.

f. **Violence toward a classroom teacher:**

A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. (70-24-101.3)

Major Infractions:

Offenses in Weleetka School whose commission would place a student in jeopardy of a lengthy suspension would be one of the following categories:

A. The offense would be a felony by the laws of the State of Oklahoma if such offense is a school related matter that affects the educational process.

B. The offense would be a misdemeanor by the laws of the State of Oklahoma if such offense is a school related matter that affects the educational process.

C. Offense is a repeated violation of school rules and of such significance that administrators determine lengthy suspension to be appropriate punishment.

D. Verbal assault

E. Assault and/or battery: An assault is any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. (R.L. 1910,

Section 2340) A battery is any willful and unlawful use of force or violence upon the person of another. (R.L. 1910, Section 2341)

F. Sale, use, possession or being under the influence of alcoholic beverages, low-point beer, or illegal drugs.

G. Extortion, blackmail or coercion of fellow students

H. Repeated classroom disturbance

I. Participating in unauthorized or disruptive demonstrations on school property.

J. Possession of firearms or dangerous weapons.

K. Fighting

L. Defacing School Property

M. If you carve your name on a desk, chairs, etc. you just bought it!

Note: All rules concerning discipline apply to student behavior in school building and on school grounds at all times.

Right to Appeal: The Principal, upon determining the suspension, shall notify the parent immediately. At this time, a conference will be set to take place within three (3) days. They have the right to appeal from this hearing to the Board of Education, if they so desire. The decision of the board is final.

STEPS TO THE APPEAL PROCESS

Weleetka School District Policy on Student Suspension of ten (10) or fewer school days

Introduction:

The Board of Education of the Weleetka School District recognizes that student suspension of ten (10) or fewer school days (referred to as “short-term suspensions”) generally involve less stigma and require less formal due process procedures than are required for suspensions of greater than ten (10) school days (referred to as “long-term suspensions”) appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to a committee composed of administrators, counselors, and/or teachers. The Board of Education adopts the following policy and procedures dealing with short-term suspension.

Short-term Suspension

Right of Appeal

When a student has been suspended for a period of ten (10) days or fewer, the Principal will notify the student of all charges and be given the opportunity to respond. Parents will be notified of the suspension. At this time a conference will be set to take place within three (3) days. If a student has been given a short-term suspension, that student's parent or guardian has a right to appeal a suspension decision to a committee composed of administrators, counselors, and/or teachers. A student with a short-term suspension, and his/her parent or guardian shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal:

A. An appeal to a committee can be requested by letter to the Superintendent of Schools, which must be received within three (3) days after the principal's suspension decision is received by the student or his/her parent or guardian. The suspension decision will become final and is not subject to appeal if a request is not timely submitted.

B. Upon receipt of the request, the Superintendent of Schools shall confirm that the student's suspension falls within the category of suspension to which an appeal to the committee is authorized. If the Superintendent determines that the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedure applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

Hearing the Appeal:

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

D. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday.

Reasonable consideration will be given to accommodate the schedules of the parent or guardian whenever possible. The student and his/her parent or

guardian will be notified in (writing) of the date, time, and place of the hearing. The principal who issued the suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

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

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

G. The decision of the committee shall be final and is not subject to appeal.

WELEETKA SCHOOL DISTRICT POLICY ON STUDENT SUSPENSIONS OF MORE THAN TEN SCHOOL DAYS

Introduction:

The Board of Education of the Weleetka School District recognizes that student suspensions of more than ten (10) school days (referred to as "long term suspensions") generally involve more stigma and require more formal due process procedures than are required for suspension of less than ten school days (referred to as "short-term suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the suspension decision to the Board of Education. The Board of Education adopts the following policy and procedures dealing with long-term suspensions.

Right of Appeal:

A lengthy suspension is in excess of ten (10) school days and may extend to the remainder of the semester plus the next semester. The principal will notify the

student of all charges and be given the opportunity to respond. Parents will be notified of the suspension. At this time a conference will be set to take place within three (3) days. A student who has been given a long-term suspension, and that student's parent or guardian has a right to appeal a suspension decision to the Weleetka Board of Education. A student with a long-term suspension and his/her parent or guardian shall be informed by the principal of this right and the method of submitting an appeal. Students are ineligible to compete in extra-curricular activities or attend activities until suspension is completed. The decision of the board is final.

Method of Appeal to the Board:

H. An appeal to the Board can be requested by letter to the Superintendent of Schools, which must be received within three (3) days after the principal's suspension decision is received by the student, and his/her parent or guardian. The suspension decision will become final and is not subject to appeal if a request is not timely submitted.

I. Upon receipt of the request, the Superintendent of Schools shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the school board is authorized.

Hearing the Appeal:

J. The Superintendent of Schools shall schedule the hearing at the next regular board meeting or at a special meeting called for this purpose if the situation warrants its. The student shall be allowed to continue in school until such hearing is held and final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process of the safety of school staff members or other students. In this case, a student may be prohibited from attending school until final deposition of the matter by the board of education. (The principal shall make this decision.) Either party choosing to have legal counsel at the board hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attending the hearing.

K. The school board will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulations, which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The Board should ask the student and his/her parent or guardian if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's

conduct, and present any evidence and witnesses that support the student's position.

L. At the conclusion of the presentation of the evidence, the board shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The board shall also determine the reasonableness of the term of the suspension. The Board's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of School.

M. The decision of the Weleetka Board of education shall be final and is not subject to appeal.

OKLAHOMA HONOR SOCIETY

The top 10% of the junior and senior high school enrollment may be nominated for membership in the Oklahoma State Junior High Honor Society and the Oklahoma State Senior High Honor Society. The State Honor Society is determined following the first semester of a school year. Membership will be based upon work done the first semester of the current year and the second semester of the preceding year.

NATIONAL HONOR SOCIETY

A. Must have a scholastic average of 3.4 grade point average beginning with the sophomore year.

B. Completed all requirements for admission to college and universities.

*Special award will be given to each student.

GRADUATION REQUIREMENTS AND GENERAL REGULATIONS

GRADE CLASSIFICATION REQUIREMENTS:

Freshman: First Year- 0 to 6 units of credit
Sophomores: Second Year- 6 to 12 units of credit
Juniors: Third Year- 12 to 20 units of credit
Seniors: Fourth Year- 20 to 24 units of credit

Weleetka High School Graduation Requirements require 24 units for graduation.

COURSE REQUIREMENTS:

Unit requirements for graduation are as follows: Four (4) units of English to include English I, II, III, IV; three (3) units of math which include Algebra I and two (2) others taught with content and rigor equal to or above Algebra I*****; three

(3) units of science to include Biology I and Physical Science one (1) others taught with content and rigor equal to or above Biology I**; three (3) units of social studies to include one (1) unit of U.S. History, one-half (1/2) unit of Oklahoma History, one-half (1/2) unit of Government, and one (1) unit of other social studies taught with content and rigor equal to or above Oklahoma History; two (2)(1) units or competencies of the Arts AG Communications counts as a speech for Fine Arts or Speech credit. (visual art and general music)***; and enough additional elective units to total twenty-four (24).
Is section A for vo-tech classes? Our computer classes are applications, not science.

A. Computer Science courses count as math units.
** Qualified agricultural science classes may count beyond Biology I (Animal Science, Horticulture, Natural Resources, etc. may count if Agri-Science is completed as a prerequisite).
*** These high school competencies are addressed at the 7th and 8th grade levels.

A student must have completed twenty-three (23) units in order to participate in the graduation ceremony.
Weleetka JH graduation requirements require 5 units for graduation.
Senior and or JH graduation ceremony participation can only be the year the student should have graduated. The student will not be able to participate in graduation ceremonies the next school year.

EARLY GRADUATION: If a student decides to graduate early the only "Senior" event they can participate in is the Graduation Ceremony.

OKLAHOMA GRADUATION REQUIREMENTS FOR HIGH SCHOOL

All students at Weleetka Public Schools will be on the College Preparatory Curriculum. If the parent/guardian wants to place their student on the Core Curriculum, they must first meet with a school official to discuss their options, complete the College Preparatory/Work Ready Parental Curriculum Choice form and return the signed form to the school prior to enrollment.

College Preparatory/Work Ready Curriculum for High School Graduation (Title 70 O.S. § 11-103.6). Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the

college preparatory/work ready curriculum for high school graduation**, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.**

4 Units English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 Units Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 Units Laboratory Science limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 Units History and Citizenship Skills including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 Units of the same Foreign or non-English language, or 2 Units Computer Technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements; and

1 Unit or Set of Competencies Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

The local school board's graduation requirements may exceed the state graduation requirements of 23 units. Weleetka requires 24 units to graduate.

To meet graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly

encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

Core Curriculum for High School Graduation (Title 70 O.S. § 11-103.6 and State Board of Education Regulations)

Students who entered the ninth grade prior to the 2006-2007 school year shall enroll in the core curriculum for high school graduation. Beginning with students entering the ninth grades in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.

4 Units or Sets of Competencies Language Arts - 1 Grammar and Composition, and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.

3 Units or Sets of Competencies Mathematics - 1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to, the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance, *Intermediate Algebra; * contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

3 Units or Sets of Competencies Science - 1 Biology I or Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I; Physics; Biology II; Chemistry II; Physical Science; Earth/Environmental Science; Botany; Zoology; Physiology; Astronomy; Applied Biology/Chemistry; Applied Physics; Principles of Technology; qualified agricultural education courses (including but not limited to Horticulture, Plant and

Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

3 Units or Sets of Competencies Social Studies - 1 United States History, 1/2 to 1 United States Government, 1/2 Oklahoma History, and 1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

1 Units or Sets of Competencies The Arts, which may include, but are not limited to, courses in Visual Arts and General Music.

8 Electives

23 Total Credits (Units or Sets of Competencies). Weleetka High School requires 24 total credits for graduation.

Career and Technology Education also offers academic credit options, such as: Computer Science allowed for high school math credit; qualified Agriculture Education courses for high school science; math and science; and, Anatomy and Physiology (science) credit allowed for certain health science courses. For more information, contact your school counselor or your local Career Tech Center.

HONOR CLASSES

Some courses, because of the difficulty, will be weighted and earn students 5 points for an A, 4 points for a B, 3 points for a C, and 2 points for a D, F=0 points.

Honor classes are:

Math--Trigonometry, Algebra III, Pre-Calculus, Math Analysis
Science--Chemistry, Physics, AP Biology, AP Zoology, AP Botany
Social Studies--AP Govt., AP U.S. History, AP European History
English--AP English III, AP English IV, or any upper level AP Class
*All Concurrent Enrollment Classes offered by an accredited College or University. A student may only count up to six (6) college hours as Honors Classes per semester if the college classes taken are equal to one-half (1/2) high school credits each per semester, or three (3) college hours if the college class is equal to one (1) high school credit per semester (ie., College Algebra is equal to 1 HS math credit for a semester, therefore, you would only be able to count College Algebra as the Honors Class and no other concurrent class taken in the same semester).

GUIDELINES FOR CONCURRENTLY ENROLLED STUDENTS

Requirements for Concurrent Enrollment:

Juniors: ACT 19, SAT 980, or GPA 3.0
Seniors: ACT 19, SAT 900 or GPA 3.0

AND

Minimum ACT sub scores of 19 to enroll in corresponding curricular areas.

CONCURRENT ENROLLMENT FOR ACADEMIC CREDIT

The 2009 Regular Session of the Oklahoma Legislature passed **Senate Bill 290**, which became effective July 1, 2009. This bill amends 70 O.S. § 628.13.

"*When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcripted as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.*"

The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education (OSDE) and approved for academic credit:

Freshman Composition I	1 Credit of English III
Freshman Composition II	1 Credit of English IV
College Algebra	1 Credit of Algebra II

US History since 1865	1 Credit of US History 1878 to present
US Government	1 Credit of Elective or plus one additional
Introduction to Speech	1 Credit of Elective or one plus additional 1 credit of Fine Arts or Speech
Introductory to Psychology	1 Credit of Elective
Introductory Sociology	1 Credit of Elective
Financial to Business	1 Credit of Elective
Computer Literacy and Application Technology	1 Credit of 2nd year Computer
Humanities I	1 Credit of Elective
General Biology	1 Credit of other Lab Science/Biology II or additional Unit
General Physical Science	1 Credit of other lab Science or additional unit
Introduction to Nutrition	1 Credit of Elective

The college class credit must be transcripted at WHS. However, the student has the option to not count the credit in their GPA. If a college class is used to substitute for a high school requirement, that grade will be recorded on the WHS transcript. The student must give a written statement to the office if they do not want the credit recorded on their WHS transcript.

Equivalent Time:

Each three-credit hour college class will exempt the student from two consecutive class periods at WHS only if attending college class in person. If attending classes in person, the student must attend said class at 8:00am or after 2:00 pm. Each 3 hour online college class will exempt the student from one class period.
Examples: If the student is enrolled in a three-credit hour college class, that student could be exempt from periods 1 and 2 or periods 6 and 7 at WHS. If the student is enrolled in more than one three-hour college class, that student could be exempt from AM or PM classes at WHS.

Oklahoma Promise – Curriculum Requirements

1.	College Preparatory
2.	17 unit OK Promise – Core – (Must have 2.5 GPA or above)
3.	Over-all GPA – must be 2.5 or above.

GLOSSARY OF TERMS:

- A Carnegie Unit of credit is given for the successful completion of a course that meets 40 minutes a day, five days per week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year.
- Sets of competencies are the skills and competencies specified in the Priority Academic Student Skills, or other skills and competencies adopted by the State Board of Education.
- Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards.
- Contextual methodology means academic content and skills taught be utilized in real-world problems and projects in such a way that helps students understand the application of knowledge.

****We strongly suggest Sophomores take the Pre-ACT, which will be administered by the WHS counselor.**

MINIMUM ACT/SAT SCORES AND HIGH SCHOOL GRADE-POINT AVERAGES AND CLASS RANK FOR ADMISSION TO OKLAHOMA PUBLIC COLLEGES AND UNIVERSITIES

TYPE OF INSTITUTION **Fall 1992**

A. Comprehensive Universities

University of Oklahoma and Oklahoma State University:

Minimum ACT composite Standard Score of 21

OR

Minimum SAT score 990

OR

Minimum High School GPA and Class rank 3.0 and top 33%

B. Regional and Special Purpose Universities

University of Central Oklahoma, East Central University, **Northeastern State University, Northwestern Oklahoma State University, Southeastern Oklahoma State University, Southwestern Oklahoma State University, Cameron University, Langston University, Oklahoma Panhandle State University, and University of Science and Arts of Oklahoma

Minimum ACT Composite Standard Score 19

OR

Minimum SAT Score 870

OR

Minimum High School GPA of 2.7 and class rank in top 50%

C. Two-Year Colleges

Carl Albert State College, Connors State College, Eastern Oklahoma State College, El Reno Junior College, Murray State College, Northeastern Oklahoma A & M College, Northern Oklahoma College, Oklahoma City Community College, Tulsa Junior College, Western Oklahoma Junior College, OSU Technical Branch, Oklahoma City and OSU Technical Branch – Okmulgee

Minimum ACT composite standard score-No Min. Required

OR

Minimum SAT Score-No Min. Required

OR

Minimum H.S. GPA and Class rank-No Min. Required

*Revised test

** Northeastern State University requirements for fall 1993 will be ACT 20 or SAT 900 or GPA – 2.7 and top 50% of class

ENROLLMENT REQUIREMENTS FOR WELEETKA JR/SR HIGH SCHOOL

In order to enroll at WHS:

1. **Officially withdraw from previous school**
2. **Have an up-to-date transcript**
3. **Drop Grades**
4. **Shot records**
5. **Complete School Enrollment Packet**

Unless these records are presented, no students will be enrolled.
All Seniors must attend school all day long.

In order for a student to be classified as a Junior, he/she must have earned 12 credits by the end of his/her sophomore year. A student must have earned 18 credits by the end of his Junior year in order to attain Senior status. No student will go through graduation exercises unless they have earned 23 credits.

PREREQUISITES BEGINNING SCHOOL YEAR 2004-2005

Algebra I

A or B in 8th Math

Or

Satisfactory or Advanced on 8th CRT(Math)
Or
Sophomore standing or above

Algebra II

A or B in Algebra I
Or
Satisfactory or Advanced on 8th CRT (Math)
Or
Sophomore standing or above

Biology I

A or B in 8th Science
Or
Satisfactory or Advanced on 8th CRT(Science)
Or
Sophomore standing or above

ACT Prep:

Must have completed Algebra I and Geometry or currently enrolled in Geometry.

REQUIREMENTS FOR CLASS OFFICER

To run for a class officer a student must:

1. have a cumulative GPA of 3.0 or better, and
2. attended Weleetka Schools the previous 2 semesters.

Class Officers Applications are in the High School Office

REQUIREMENTS FOR CHEERLEADER / DRUM MAJOR

To be eligible to try out for Cheerleader **or** Drum Major:

1. Must have an accumulative GPA of 2.0
2. Freshman GPA – (same)

To do both:

1. Special permission from Principal and Band Director

a. GPA of 3.0
b. Permission from your parents

- **If you are an athlete, your GPA needs to be 3.4**
- **It is strongly suggested that you do not participate in both if you participate in athletics.**

VALEDICTORIAN / SALUTATORIAN CRITERIA

1. Residency Requirements:
a. Students must be in attendance full time the Spring semester of Junior year.
b. Students must be in attendance full time the Fall semester of Senior year.
c. The qualifying semesters must be consecutive.
2. All grades earned during the first (7) semesters of high school will be used to figure grade point average. The weighted cumulative GPA will be used for the Valedictorian/Salutatorian Criteria
3. Students must be enrolled in College Preparatory Curriculum.
See Graduation Regulations for College Preparatory work on page 58.
4. Weighted GPA will be figured to two (2) decimal places.

SELECTION POLICY OF VALEDICTORIAN AND SALUTATORIAN BEGINNING 2007-2008 SCHOOL YEAR

The Weighted GPA (grade point average) and the ACT (American College Testing) composite score will be equal determiners of valedictorian and salutatorian.

The student with the highest points indicated on the chart below will determine the valedictorian; the student with the next highest points will determine the salutatorian.

Only the ACT composite score taken on a national test date will be used (no residual test scores)

The student must take the ACT no later than the December test date prior to graduation.

Student's highest ACT composite will be considered for this determination.

		ACT																	
		36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19
	4.2	100	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83

	4.1	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82
GPA	4.0	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81
	3.9	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80
	3.8	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79
	3.7	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78
	3.6	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77
	3.5	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76
	3.4	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75
	3.3	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74
	3.2	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73
	3.1	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72
	3.0	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71

Cap and Gown Regalia

1. Beadwork as a necklace or edge of cap for ceremony:
-single feather attached to the cap
2. Sash from cultural heritage
- African Kente cloth fabric
3. Cords from National Honor Society, Tribal Affiliation, Oklahoma Blood Institute
4. Any attachment that is not on this list must be approved in writing, text or email by your cultural office within your tribal government or Tribal Town
5. All attachments must be in place 24 hours prior to the start of graduation ceremony
6. No writing on graduation cap of any kind

HOMECOMING QUEEN CANDIDATES REGULATIONS

1. Must be a Senior (need 20 credits to be considered a Senior)
2. Must have parents permission

3. Must have a cumulative GPA of 2.0 or higher
4. Must have no disciplinary action pending
5. Choose your own escort, preferably a senior
6. Must furnish a dress
7. Must complete and adhere to the homecoming application.

Escorts for Homecoming Activities:

1. Must maintain a cumulative GPA of 2.0
2. Must have no disciplinary action pending

Homecoming Campaign:

No pop will be given to students during the campaign. Candy only!

Homecoming Week Voting:

Voting will be done on a Google Classroom form.

FIRE DRILL/PROCEDURES

Signal for Fire drill: Slow Alternating Bell.

When the fire alarm is given, the teachers should take their roll book, see that their room is vacated with proper speed and care. Pick a spot suitable and away from the buildings, call the roll and remain there until the all clear sound of two (2) rings of the bell is given.

All students should clear the building by ten (10) or twenty (20) yards.

Each student should know the exits for each class of the school day.

Rooms 1,2,3,17

Go out the Southeast door to the area behind the gym. If exit is blocked, use exit door next to Principal's office (southwest exit)

Rooms 2,4,5,6,7,8

Go out the southwest door next to the Superintendent's office. Meet in separate groups outside of the building for roll call. If the exit is blocked, use the southeast exit near Counselor's office.

Rooms 9,10,11,12

Go out the northwest exit. Meet in separate groups for roll call. If the exit is blocked, use the northeast exit near the Principal's office.

Rooms 13,14,15,16
Go out to the northeast exit. Meet in separate groups for roll call. If the exit is blocked, use the Northwest exit near the cafeteria.

The Primary and Spence Memorial building
Principal will arrange the exit pattern for the elementary building.

Gym/Drafting room
Go out north doors in front of the gym. Meet in a group for roll call. If the north exit is blocked, use the south exit.

Ag Building
Go out the east door of the building to the picnic table. Meet in a group for roll call. If the north exit is blocked, use the southeast door at the corner of the Ag building.

Band
Go out the south door of the building. Meet in a group for roll call.

Special Education
TMR will exit out the northwest door. If exit is blocked, use the northeast door. EMH will exit out the southwest door. Speech will exit out the southeast door. All classes will meet separately for roll call.

Library
Go out the south door of the library and meet in separate groups for roll call. If the exit is blocked, go out the north door.

Cafeteria
Go out the west or east doors of the cafeteria. Meet in separate groups for roll call.

DISASTER DRILL/PROCEDURES

<u>Tornado Procedure</u>- Signal for Tornado drill: Quick Alternating Bell
Instructions
Students in High School are to get their personal belongings. Then students in HS will proceed quickly to the East side of the elementary and proceed to the underground building for shelter. The students will line up in the hallway and in the auditorium.

Students in Junior High and Special Ed are to get their personal belongings. Then students in JH and Special Ed will proceed quickly to the West side of the elementary and proceed to the underground building for shelter. The students will line up in the hallway.

If HS, JH, and Special Ed are unable to leave the building because of the tornado, they should seek shelter in the hallways or the center of the building. Students and teachers should stay in this area until the "All clear" signal is given.

LOCKDOWN DRILL/PROCEDURES

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

General Procedure

Staff is to stop any stranger and inquire as to his/her business in the building. All visitors must check in with the office.

If an intruder is in the hall, staff calls the office or escorts stranger to office. If in a classroom, send a student to office for help or use telephone. If shots are fired, evacuate students to safest position away from the intruder.

Steps of Action

Depending on the situation, the Principal will take appropriate action. In the event of an unwanted intruder on campus, the Principal will follow these procedures:

1. Call police. When calling, advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc.
2. Designated personnel will lock outside doors.
3. Take students into protected classrooms.
4. Check restrooms and vacant rooms
5. Lock classroom door, if possible.
6. Move students away from doors and glass.

Personnel Roles

PRINCIPAL: If necessary, help evacuate students. Ensure all doors are locked.

SECRETARY: Call police, if directed to do so by the administration. Notify other buildings on campus.

TEACHER: Stay with and protect students, provide first aid, and take roll. Lock doors and windows, shut blinds or shades, keep students off of cell phones, keep students away from windows.

AUXILIARY
STAFF: Provide first aid and assist with evacuation, if necessary. Designated persons lock outside doors.

Response to Signals
CODE: RED
1. Lock down the building.
2. Teachers take roll.
3. If at noon or before while students are outdoors, all faculty and students will go to the H.S. Gym.
4. All elementary students on the playgrounds will go inside the Elementary building (both east and west doors).

CODE: GREEN
1. All Clear.

STATEMENT OF POLICY, DRUG-FREE SCHOOL

A. In recognition of the clear danger resulting from illicit drug and alcohol abuse
and in good faith effort to promote the health, safety and well being of students, employees, and community as a whole, the Weleetka board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-12.
B. Students are hereby notified that the use, possession, or distribution of illicit
drugs, and alcohol is wrong and harmful.
C. Standards of conduct that are applicable to all Weleetka School students prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.
D. Disciplinary sanctions will be imposed on students who violate standards of
conduct required by paragraph “C” above, will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.
E. Information about drug and alcohol counseling and rehabilitation and re-entry
programs will be made available through the school office.
F. Standards of conduct as outlined in Paragraph “C” and disciplinary sanctions in
Paragraph “D” will be a part of notification to parents and students:

"The Drug Free School and Communities Act Amendments, P.L. 101-1226 requires that state, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of Handbook of Guidelines and Policies for students and parents, which include the Weleetka School policy relating to adoption and implementation of drug prevention for students.

Student Name: _____

Parent/Guardian: _____ Date_____

ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES

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

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

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

MENINGOCOCCAL MENINGITIS NOTIFICATION

Due to a bill that was passed recently, schools are required to provide information about the health risk of meningococcal meningitis to parents and

guardians of students in grades six (6) through twelve (12). A copy of the information provided by the Oklahoma State Department of Education on the disease including causes, symptoms and the availability, effectiveness, and risks of vaccination. Please review the information provided below. If you have any questions, contact Jamie Diggins, RN School Nurse at 405-786-2203.

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 meningococcemia, 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 freshmen 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, 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 who live in dormitories,
Other people at high risk 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 cigarettes 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-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate 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 in the box in the next column.

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,
- Are 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/

Oklahoma State Department Of Education

Oklahoma State Department of Health

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia.

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FEVER

Description of Fever:

1. Oral or rectal temperature over 100₀ F. A lower temperature is not considered
fever.
2. In most mild, 2-5 day childhood illnesses, fever is lowest in the morning, rises
in the afternoon, and is highest in the evening and night. As the child begins to recover, morning temperature will be normal with fever still present later in the day.

Management:

1. If illness is on the first or second day, and the previous day's fever was over 101.6° F, then the student should be kept home one more day, even if no fever is present that morning.
2. If illness is on the 3rd or 4th day, and the student appears to be improving, with the highest fever under 101.5° F the previous day, the student may return if he/she feels well and has appetite.
3. Students with fever one day but who wake up the following morning with normal temperature and good appetite may return to school.
4. Other symptoms should be considered: cough, nasal congestion, stomachache, vomiting, or diarrhea. If present to a significant degree, students are advised to remain home an additional day.
5. Doctor's instructions take precedence over these guidelines.
6. Low-grade fever may be beneficial in counteracting the illness. If the child is comfortable, withhold Tylenol unless temperature is over 102° F.

ADMINISTERING MEDICATION TO STUDENTS

If a child is required by a physician to take medication during school hours, and the parent or guardian cannot be at school to administer the medication, or if circumstances exist that indicate that it is in the best interest of the student that a non-prescribed medication be dispensed to that student, only an administrator, or administrator designee may administer the medication in compliance with the regulations that follow:

1. Prescription medication must be in a container that indicates the following:
A. Student's name
B. Name and strength of medication

C. Dosage and direction for administering
D. Name of physician or dentist
E. Date and name of pharmacy

If possible, such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:

A. Purpose of medication
B. Time to be administered
C. Termination date for administering the medication

2. Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give blanket permission or conditional permission for the student to receive non-prescription medication during the school day and may give permission for prescription medication to be given.

The administrator or administrator's designee should:

A. Inform appropriate school personnel of medication being administered.
B. Keep an accurate record of the administration of the medication.
C. Keep all medication in a locked cabinet.
D. Return unused prescription to parent or guardian only.

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication. The school district retains the discretion to reject requests for administration of medicine. This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

MEDICAL MARIJUANA

The district will not regulate or take any adverse action against an employee for holding a medical marijuana license. The school district may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school or during the hours of employment as per 63 O.S. § 425.

Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. Oklahoma law limits who may act as a caregiver and any caregiver will have a medical marijuana license designating them to act on behalf of a student. The caregiver is

responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the caregiver will follow district protocol with regard to check in and departure.

There will be no smoking on school premises of any substance 24/7 in accordance with the state's no smoking act. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances:

a. Assist students in obtaining or using medical marijuana;

b. Store medical marijuana for students;

c. Take and/or use a student's medical marijuana;

d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or non reemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedence over this policy.

PUBLICATION OF STUDENT PHOTOGRAPHS

Weleetka School District has the right to publish students' photographs in the school yearbook and on the school website. If a parent does not wish for their child's photograph to be published in any school publication, a written notice must be provided to the School Superintendent's office.

Directory Information
(Section 99.3,99.37,99.5(3),FERPA Regulations)

The Weleetka School District proposes to designate the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent:

1. The student's name
2. Names of student's parents
3. Student's address
4. Student's date of birth
5. Student's class designation,(i.e. 1st grade,etc.)
6. Student's extra -curricular participation
7. Student's achievement awards or honors
8. Student's weight/height if on athletic team
9. Student's photograph

Within the first three (3) weeks of each school year, this school district will publish the above list of the items of directory information. For students enrolling after the notice is published, the list will be given to the student's parent or eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two (2) weeks to advise the school district in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the district to designate as director information about that student.

At the end of the two(2) week period, the records custodians will appropriately mark each student's records to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

WELEETKA SCHOOL BOARD OF EDUCATION

President	Jena Wayland
Vice-President	Season Pinkston
Clerk	Linda Moore
Member	Howard Goodnight
Member	Mike Manley

ADMINISTRATORS

Superintendent Chris Carter
Jr/Sr High Principal Rusty Johnson

WELEETKA SCHOOL CALENDAR
2024-2025

Aug 6	**New Staff Report**
Aug 7	**All Staff Reports**
Aug 7-9	**Professional Development**
Aug 12-13	**Professional Development**
Aug 14	**1st Qtr/1st Semester Begins**
Sept 2	**Labor Day (No School)**
Sept 27	**Distance Learning/ Virtual Day**
Sept 30	**Parent Teacher Conferences 4:00-7:00 pm**
Oct 1	**Parent Teacher Conferences 4:00-7:00 pm**
Oct 4	**1st Quarter Ends/ No School**
Oct 7	**2nd Quarter Begins**
Oct 18-21	**Fall Break (No School)**
Nov 1	**Distance Learning/ Virtual Day**
Nov 25-Dec 2	**Thanksgiving Break**
Dec 20	**1st Semester Ends**
Dec 23-Jan 3	**Christmas/ Winter Break**
Jan 1	**New Years Day Holiday**
Jan 6	**3rd Qtr/2nd Semester Begins**
Jan 9-10	**No School**
Jan 20	**Martin Luther King Day (No School)**
Jan 31	**Distance Learning/ Virtual Day**
Feb 14	**Distance Learning/Virtual Day**
Feb 17	**President's Day (No School)**
Feb 24	**Parent Teacher Conferences 4:00-7:00 pm**
Feb 25	**Parent Teacher Conferences 4:00-7:00 pm**
Feb 28	**No School**
Mar 7	**No School**
Mar 13	**3rd Qtr Ends**
Mar 14	**No School**
Mar 17-21	**Spring Break (No School)**
Mar 24	**4th Qtr Begins**
Mar 27-28	**No School**
Apr 4	**No School**
Apr 11	**No School**
Apr 18	**No School**
Apr 25	**No School**
May 2	**No School**
May 9	**No School**
May 16	**No School**
May 22	**2nd Semester /School Year Ends**
May 26	**Memorial day**

Weleetka Jr. High and High School
Organizations and Activities

Research shows that students, who are involved in extracurricular activities, are more likely to make better grades, have a higher rate of attendance, and have fewer discipline problems in school. These organizations help promote a sense of belonging and team work. We are very proud of the various organizations that are offered here at Weleetka Public Schools and encourage your child to get involved in one or more of these groups.

Organization	**Advisor**
Academic Team	Chad Polson
Art Club	Christle Wells
Fellowship of Christian Athletes (FCA)	Chad Polson
Future Farmers of America (FFA)	Matt Belicek
4-H	Alisa Holuby
Outlaw Band	Zackery Hawkins
Student Council	Alisa Holuby

Athletic Team	**Coach**
High School Cheer	Jessica Sheneman
Junior High Cheer	Alisa Holuby
Football	Tristan Garringer
Softball	Chase Smith
Baseball	Rodrigo Barcenas
Girls Basketball	Sean Dandridge
Boys Basketball	Cory Pitts
Girls Track	Johnie Loggins
Boys Track	Tristen Garringer

Wes Watkins Technology Center Organizations
(For students enrolled at WWTC)

Organization	Advisor
Business Professionals of America (BPA)	Corbin Allen Diana Bowen
Health Occupations and Science (HOSA)	Cappi Coleman
Future Health Professionals (HOSA)	Bobbie Sue Joslin Cindy Rose
SkillsUSA	Clint Chew, Steve Enos & Billy Moore

National Technical Honor Society (NTHS)	Crystal Orr
Gold Star Ambassadors (GSA)	Robin Hinkley