

Waukomis Public Schools



Waukomis High School

2020-2021

Student Handbook

School Colors: Blue and White

School Mascot: Chief

Foreword

The primary purpose of this handbook is to serve as a guide for students and parents regarding Waukomis High School and to present the opportunities that the school offers. We strive to help make Waukomis High School one of the best, and we hope you will want to share in its experiences and achievements.

This handbook provides specific information with which each student should become familiar and will serve as a reference to school and state policies and regulations for both students and parents.

Parents may use this book to become familiar with and understand the operation of the school. It will help clarify their minds as to just what the school presents to the students.

Waukomis Middle & Senior High School Creed

As a Waukomis student I have great expectations for myself.
I accept the challenge to reach my potential.
My failures are behind me and my successes are now before me.
I do not have the right to interfere with the learning or well being of others.
I am responsible for my actions and I will determine what I will become.
The education I receive today will make me a leader of tomorrow.

Waukomis High School Fight Song

*All hail, Waukomis High School,
Great is her fame!
Students are fighting to uphold her name,
We'll all be true and loyal.
See her colors flying, high above the rest,
Blue and White will prove that WHS is best!*

District Mission Statement

Our mission is to provide those experiences for each student to develop and embrace high standards of scholastic and personal attainment and to develop the proper attitudes of responsible citizens. Every student should have the opportunity to graduate with the skills and educational foundation necessary to experience success in our highly-competitive world. The board recognizes that achievement of educational excellence is a joint effort of the school, home and community.

Waukomis Public Schools philosophy and Objectives

We believe that education is the foundation of our democratic society and should be designed to fit the needs of the students as assessed by the school, the family and the community. We recognize that the educational necessities of individuals vary and that guidance is a very important part of education. Regardless of any variable, each student should be given the opportunity to develop to the fullest extent those abilities, qualities, knowledge, and skills which are essential to the student becoming a self-supporting citizen and a worthy contributor to his/her fellow man.

We believe ALL children can learn, and that all children learn in different ways.

We believe that education must be flexible to keep pace with an ever-changing society. We recognize that an educational program of curriculum content, methods, and activities should aim toward the growth of intellectual, physical, moral, social, and aesthetic concepts; the development of desirable attitudes and appreciations; the motivation of intellectual competency; and the preparation for living in a competitive society.

We believe that the personal and professional goals of educators should be excellence in preparation and in example as well as high standards in performance in carrying out the philosophy of the school district.

Principal's Welcome

To the Student Body:

Welcome to Waukomis High School. I sincerely hope that we are all looking forward to the opportunity to build upon the successful year we just experienced.

Our success will continue to be dependent upon the continued support of our parents and patrons, the dedication of our entire staff, and the commitment by all students to strive for excellence.

As "Chiefs", we must work extremely hard in the classroom and in our activities. May we be truly exceptional in all areas and make this the best year ever at WHS.

Sincerely,
Matt Cue
Waukomis HS/JH Principal

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2020 – 2021 Waukomis Public Schools Calendar

August 13First day of School

September 4..... Fast Friday Students dismiss 2:00

September 7.....Labor Day

September 18District Wide Virtual Day

October 9.....District Wide Virtual Day

October.....3:30-9:30 PM Parent/Teacher Conferences

October 14-16..... Fall Break - No School

October 30.....Fast Friday Students dismiss 2:00

November 13..... District Wide Virtual Day

November 20..... Fast Friday Students dismiss 2:00

November 23 – 27..... Thanksgiving Break

December 11..... District Wide Virtual Day

December 18..... Fast Friday Students dismiss 2:00

December 21 - January 4..... Winter Break

January 5..... School Resumes

January 15.....Friday Students dismiss 2:00

January 18.....No School Martin Luther King Day

February 12..... Fast Friday Students dismiss 2:00

February 15.....No School President’s Day

March 11.....3:30-9:30 PM Parent/Teacher Conferences

March 12.....No School

March 13-19.....Spring Break

May 12...Last Day of School

Waukomis Public Schools
PO Box 729
Waukomis, OK 73773

Administration

		Address	Phone
Superintendent	Kelly Husted	209 West Locust	(580) 260-0216
Secondary Principal	Matt Cue	1818 West Wood Rd	(580) 260-0184
Elementary Principal	Allen Hicks	209 West Locust	(580) 260-0214

Board of Education

Brett Perry	President
Justin Lamunyon	Vice - President
Joe Vaverka	Clerk
Wes Felber	Member
Kara Savage	Memeber

Support Staff

Leslie Cue	High School Secretary
Marissa Betchan	Financial Secretary
Carla Walker	Elementary Secretary
Alicia Cowherd	Child Nutrition
Jenny Barton	Custodian
Jodi Winkler	Aide

Secondary Teachers

Julie Southern	Family and Career Sciences
Allen Hicks	Boys Basketball
Rebecca Hicks	HS Mathematics
Lindsey Small	JH Mathematics
Chris Perciaval	JH History/Athletic Director
Jason Dykstra	JH/HS Language Arts & Yearbook
Larry Kidd	Special Education
Derick Hodges	Computer/Baseball
Tina Broughton	Counselor
Laura Good	HS Social Studies
Joan Hampton	HS Mathematics
Sharla Linza	HS Language Arts
Cynthia Newman	High School Science
Sean Newman	Band
Ramona Paine	Library Specialist
Phillip Pond	JH Science/Softball
Amber Yandell	Agriculture
Mark Timberlake	Football

Staff Email addresses is FirstNameLastName@Waukomis.k12.ok.us
 Example: shawntennyson@waukomis.k12.ok.us

General Information

Building Hours

Students may enter the building at **7:45 a.m.** Permission must be granted to be in the building before this time. Students may not remain in the school building after **3:30 p.m.** unless they have permission from a faculty member. **Students are to remain outside the High School and Middle School buildings during the lunch period unless they have permission from a faculty member.**

Hours and Times of Classes

High School

1 st Period	8:00-8:50
2 nd Period	8:54-9:44
3 rd Period	9:48-10:38
Study Hall	10:42-11:13
4 th Period	11:17-12:07
Lunch	12:07-12:33
5 th Period	12:37-1:27
6 th Period	1:31-2:21
7 th Period	2:25-3:15

Cafeteria

A breakfast and a hot lunch program are provided in the cafeteria. Lunch prices are subject to change at the discretion of the Board of Education. Lunch prices are as follows:

	<u>Full</u>	<u>Reduced</u>
Breakfast	\$1.80	\$.30
Adult Breakfast	\$1.80	
Lunch Pk-5th	\$2.90	\$.40
Lunch 6th-12th	\$3.15	\$.40
Adults	\$3.65	

Change of Schedule

Students desiring to drop a course or to make some other change in their class schedule need to do the following:

1. Student needs to have conference with counselor
2. If the counselor approves, they will discuss the change with the parents
3. Obtain a permission slip to be signed by teacher and parent/guardian and return to principal's office
4. **No changes in schedule may be made after fifth school day from the beginning of each semester except at the request of a teacher and an approval of the Principal.**

Bad Weather Policy

In case of bad weather, tune your radio and television to the local stations. The Superintendent will also post a comment on the school's facebook page and website. If school will be starting an hour late, there will be no breakfast served. School will start at 9:15. The buses will also run one hour later than normal. If you are on the all call list a phone call will be made. Please keep the office up to date on your phone numbers in the case of having to dismiss early due to bad weather.

Emergency Warnings

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the specific alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel. An Emergency Procedures Guide is located in every building in designated locations.

Ten drills must be conducted each year, as follows:

- Fire drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. All students and teachers shall participate.
- Intruder drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. Student involvement shall be determined by the superintendent in consultation with the building principal.
- A tornado drill will be conducted two times per year, one in September, and one in March.
- Lockdown drills will be conducted twice a year, once each semester, at different times of the day.
 - Other safety drills, as determined by the principals of each building, shall be conducted twice during the school year.

All drills must be documented and a copy filed at the administration office, and with the Oklahoma School Security Institute (previously known as Institute for School Security Resources.) The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his/her designee upon request.

Visitors at School

Parents are invited and encouraged to visit the school anytime. All secondary teachers have a plan time. Conferences with teachers may be made during this time upon request of the parent. Patrons should first report to the office when visiting the school. Students are not allowed to have students from another school, friends, relatives, etc., in the school building during school hours without permission from the Principal.

Telephone

The office telephones are business telephones and should not be used by students except for emergencies only. Parents should not call school wanting to speak to their child except in cases of real emergency. Incoming calls will be taken in the office and a message will be delivered. No teacher or student will be called from a classroom except for an emergency.

Work Release

THE SCHOOL WILL NOT AND DOES NOT SANCTION A WORK RELEASE PROGRAM AT THIS TIME!

Senior Trips

THE SCHOOL WILL NOT AND DOES NOT SANCTION A SENIOR TRIP

Attendance Information

Attendance Policy

Students are required to be in attendance at school for a minimum of 90% each semester to receive course credit. Exceptions may be made on a case-by-case basis by the board.

Excused Absences

Absences will be excused for the following conditions:

1. Personal or family illness – Students shall furnish a signed statement from the parent/guardian regarding the absence. Until such statement is furnished, the absence will be considered unexcused.
2. Funeral attendance – Whenever possible, students should make arrangements with the principal in advance of the absence.
3. Medical appointments – Students shall furnish a signed statement from the doctor or dentist regarding the absence. Until such statement is furnished, the absence will be considered unexcused.
4. School-sponsored trips or activities – Absences relating to these events are governed by the policies following this section, *below*.
5. All other absences shall be determined excused or unexcused by the principal.

Unexcused Absences

Students who are absent, without excuse, from any class, study hall or activity during the school day for which the student is scheduled, or who are absent, without excuse, from any after-school disciplinary session or help session which they have been required to attend, are considered truant and may be disciplined for such unexcused absence.

Students who accumulate tardies or unexcused absences are subject to discipline and/or suspension as outlined in the current student handbook.

Notification of Absence

Parents are responsible for notifying the school by 9:00 a.m. when their child is to be absent for one of the above reasons. If the parent does not notify the school, and the school does not make contact with the parent, then the parent is required to send a note, or to call the school, the next day in order for the absence to be excused.

Re-Admission Following Absence

Students shall be required to report to the principal's office to secure an admit before returning to class following an absence. No teacher shall allow a student back to class until such admit has been produced. Every student is expected to be punctual and attend school regularly. In order to receive credit for a course, a student cannot be absent more than 9 days each semester. Exceptions for extenuating circumstances may be requested on a case-by-case basis by the board. A student has the right to a hearing before the attendance committee concerning the violation of the absentee policy. This meeting will be set by the parents or legal guardians of the student in question and should be set immediately following the grading period in question. Documentation must be provided at this meeting. Absences will be classified as one of the three types.

Activity Absences

1. The Board of Education recognizes the importance of activities in the education program. Nevertheless, the Board considers regular class attendance to be a priority so that students may achieve the maximum educational experience.
2. Students may not miss a class more than ten (10) times in a school year for excused school-sponsored activities unless approved by the superintendent/designee. The superintendent/designee shall be responsible for reviewing requests for attendance requirement exceptions and for recommending to the Board of Education any deviation from or amendment to the activities policy.

Exceptions

1. State and nationally sponsored activities. The guidelines set forth by the Oklahoma Secondary Activities Association and the State Department of Vocational Education will determine what constitutes a state and/or national activity.
2. School assemblies.
3. Try-outs for college teams/events. These will be counted as regular school-day excused absences.

Procedures for Requesting Additional Activity Absences

1. The activity sponsor for a student wishing to be absent for an activity after having ten (10) excused activity absences must submit a written request to the IARC for each additional absence.
2. The request shall explain the reason(s) why the sponsor feels that a student has earned the right to attend the activity.
3. The IARC will evaluate the request, along with the student's overall attendance record, grades in each class, disciplinary history and any other matters deemed relevant to the request.
4. After review, the IARC will determine if the student should be allowed to participate in the activity and will notify the activity sponsor of its decision.

Truancy

A student absent without the consent of his/her parent/guardian and administration is truant. This is an unexcused absence. Work will be made up, but no credit or reduced credit will be given as determined by the principal. Repeated truancy may be cause for disciplinary action, suspensions or legal action. Examples of truancy include but are not limited to:

1. Leaving school without permission from the principal or designee and not signing out in the office.
2. Being absent from class without prior permission from parents/guardians and administration.
3. Are absent from class without permission (skipping).
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom instead of reporting to the office.
6. Come to school but do not attend class.
7. Go to car without permission during the school day.

Truancy Policy

Truancy violations will be subject to disciplinary action by the administration and/or turned over to the District Attorney for prosecution of parent and/or students.

Tardy Policy

Tardiness interferes with the instructional process, which is a detriment to not only the student who is tardy, but to the other students in the class as well. Students are expected to be at their workstation with necessary books, paper, and pencil when the tardy bell rings. Being late 15 minutes or more will count as an absence in that class. Tardies will accumulate for the entire **semester**. On the third tardy in the same class, the student will receive one hour of detention. However, **three tardies in any one class will result in one unexcused absence and the loss of semester test exemption**. Unexcused tardies during a semester will be handled according to the Behavior Rubric:

College Days

Students in the district who are classified as seniors shall be permitted two college days during the school year which will not be counted as absences. The following criteria must be met before a student is permitted these two college days:

1. The parent/guardian shall notify the principal's office of the intent to take a college day at least two school days in advance of the day to be missed.
2. The student shall obtain a sign-out sheet from the office, have it signed by all teachers and return it to the office.
3. Upon return, the student shall provide a signed statement from a representative of the college that verifies the student did visit said institution to discuss possible enrollment.

If the above conditions are not met, the absence will be recorded as a regular absence as opposed to a college day.

Policy for Make-Up Work

Upon return from absence, it is the responsibility of the **student** to ensure arrangements are made to make up any missed classwork or tests. Tests administered during a period of absence that were scheduled while the student was in attendance shall be made up on the **first** day the student returns to school. Students are generally given twice the time they were absent to make up regular classwork.

If an assignment or test was missed during an absence deemed unexcused, the student shall receive a zero for any such work for each unexcused day.

Remediation

All students in Waukomis Middle School and High School not scoring proficient on state testing will have the opportunity of coming in before or after school for extra remediation. We will also be offering a zero hour during the school day for students to receive extra instruction.

Semester Test Exemptions

Comprehensive Nine Week and Semester Examinations will be given in **ALL** subject areas and will count no more than 20% of the semester grade. All students will be required to take nine weeks tests AND semester tests.

- A high school student may be exempt from all semester tests each semester if they have:
 1. NO Unexcused absences
 2. Have a C and have no more than one excused absence
 3. Have a B and have no more than two excused absences
 4. Have an A and no more than three excused absences

The semester test exemptions will be considered on a class-by-class basis. Absences for school-sponsored activities will not be counted towards exemptions. Three unexcused tardies per semester in one class will count as one unexcused absence.

STUDENTS WILL NOT BE EXEMPTED FROM SEMESTER EXAMS IF THEY HAVE ANY MONETARY OBLIGATIONS (example: library fines, lunch money, uniforms, class dues, etc.).

Academic Information

Grading Scale

Deficiency reports and progress reports will be mailed or emailed to parents, when necessary, and at the mid-point of each nine-week period. Grade reports are issued at the end of each nine weeks. Students who owe money or have not turned in equipment or other items will have their report cards held until these matters are resolved.

The grading scale is as follows:

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = Below 60 I = Incomplete

Grades Concurrent Classes

Student grades received for concurrent classes will for high school transcript purposes be transcribed as follows:

Concurrent Grade

A or B

C

D

F

HS Transcript Grade

A

B

C

F

Honor Roll

Superintendent’s Honor Roll (Highest Honors):

Enrolled in at least 5 subjects and has a 4.0 grade point average for the nine weeks and/or semester.

Principal’s Honor Roll (Honors):

Enrolled in at least 5 subjects and has no grade lower than a “B” for the nine weeks and/or semester.

Graduation Requirements

CORE CURRICULUM

4 Units of English

3 Units of Mathematics (1 unit of Algebra I and 2 additional units)

3 Units of Science (1 unit of Biology and 2 additional units)

3 Units of Social Studies (1 unit of US History & Government, & 1/2 unit of OK History)

ADDITIONAL REQUIREMENTS

1 Units of Humanities or Art (includes music)

9 Units of Electives

***24 Units Required for Graduation**

Passing one class for one year will earn one unit.

Each year of Athletics will count as 1 unit. Athletes enrolled in four years of athletics will earn a total of 4 elective units toward graduation.

COLLEGE BOUND CURRICULUM

4 Units of English

3 Units of Mathematics (excluding Math Finance)

3 Units of Social Studies

3 Units of Laboratory Science

2 Units of Foreign Language or 2 units of Technology

1 additional Unit from courses listed above

1 Unit in the Arts or Speech

8 Units of Electives

HONORS DIPLOMA PROGRAM

To receive an *HONORS* Diploma, and be in competition for class valedictorian or salutatorian, a student **MUST** have a cumulative grade point average of 3.5 on a 4.0 scale after the first semester of his/her senior year and complete the required academic courses. A student who transfers into Waukomis Public Schools after second semester of their junior year or the second semester of their 7th grade year (for 8th grade graduation) will not “bump” current Waukomis students from valedictorian and/or salutatorian.

HONORS DIPLOMA CURRICULUM

4 units of English

4 units of Mathematics (excluding Math Finance)

4 units of Social Studies

4 units of Science

2 units of Foreign Language or 2 units of Technology

1 unit in the Arts or Speech

4 Electives

Participation in the Graduation Ceremony

Only full-time students enrolled at Waukomis Middle/High School who has completed ALL graduation requirements will be allowed to participate in the graduation ceremonies. In addition all students are encouraged to wear appropriate attire and be in good standing with the school to participate in the graduation ceremony. Escorts for the high school will be the top two juniors with the highest GPA. If there is a tie, the senior class will vote to decide the two escorts out of those students who tied. Program attendants will be the third through sixth highest GPA in the junior class (4). Escorts for the 8th grade promotion will be the top two 7th graders with the highest GPA. If there is a tie, the 8th grade class will vote to decide the two escorts out of those students who tied. Program attendants will be the third through sixth highest GPA (4).

Proficiency-Based Promotion

It is the policy of the Waukomis Board of Education that students may be promoted upon the successful demonstration of proficiency in the appropriate academic outcomes. Elementary and secondary students may advance on one or more levels of the core curriculum if they perform at the 90% level on Waukomis’s designated assessments. Parents are encouraged to confer with the principal or counselor at the student’s grade level and determine what is appropriate for their child. Tests are available at the discretion of the administration.

Concurrent High School-University Enrollment Guidelines

It is the policy of board of education to conform to the laws and regulations pertaining to concurrent enrollment, including but not limited to the Concurrent Enrollment Regulations and Procedures as set forth in the Oklahoma Administrator’s Guide and School Improvement Handbook which are published by the Oklahoma State Department of Education.

Students who satisfactorily complete coursework will receive college credit at the issuing institution. Academic credit will be issued by the district to a student for any concurrently enrolled higher education courses that are correlated with a course provided by the school district. If there is no correlation between the higher education course and a course provided by the school district, the credit will be transcript as elective credit.

Students must secure transcripts of their concurrent college enrollment work and have them included with their high school record to show grades and courses completed.

Grade point averages, class standing, etc. will be completed only on classes in which students are enrolled in district.

Activities/Organizations

Extracurricular Activities Regulations

A student must be passing all classes on a week-to-week basis in order to be eligible for athletic and/or non-athletic school-sponsored functions, activities and events. Students must be in compliance with these requirements at the time they represent the school in an activity or an event. This requirement does not apply to group or organizational fund-raising activities. In order to attend an extracurricular event, students must be in school for four-sevenths (4/7) of the day of the event. For a weekend event, the student does not have to attend the last day school was in session prior to the event. It is up to the student to receive their work before the scheduled event.

Lettering

Letters in specific sports are awarded to athletes who maintain eligibility requirements and remain students in good standing. Eligibility criteria for a letter in a sport offered by the district shall be provided to students each year. This includes: Band, Football, Basketball, Baseball, Softball, Cheerleading, Track, Special Olympics, and Managers

Behavioral Standards and Consequences for Violation

Coaches have the responsibility of providing an atmosphere that is conducive to coaching their athletes. Therefore, athletes who become disruptive to the program shall be dealt with in a firm, but also fair and consistent, manner. The coach will first try to resolve any such situation, if circumstances permit, before dismissing any athlete.

1. **Behavioral/Participation Standards**

- a. Athletes who quit or are dismissed from a sport will not be allowed to practice another sport until the current sport is over. The only exception to this rule is by mutual consent of the coaches involved in both sports. This rule applies to the current school year and current sports season.
- b. School athletic equipment will not be given out to be used during the summer without the approval of the Athletic Director.
- c. Game officials shall be treated with respect and participants will refrain from arguments with officials. Players showing disrespect to officials may be dismissed from the team for the rest of the season.
- d. Participants must exhibit good sportsmanship with opposing coaches and players.
- e. The use of profanity shall not be tolerated.
- f. If a student loses his/her equipment he/she must reimburse the school for

2. **Conduct Which May Warrant Dismissal From a Sport/Program/Team**

- a. Violation of any school rules, regulations or policies.
- b. Conduct which jeopardizes the safety of others which includes:
 - i. Inappropriate behavior toward one's own, or opposing, team members and/or coaches.
 - ii. Showing disrespect to an official.
- c. Habitual unexcused absences from practices, team meetings or events/games.
- d. Membership by athletes in secret clubs, fraternities/sororities or other secret organizations.
- e. Hazing.
- f. Any other action or inaction the coach determines is severe enough to warrant removal from the sport, program or team.

3. **Appeal Rights Upon Dismissal from a Team**

- a. Appeal to Superintendent of Schools

- i. Any athlete who has been dismissed from a team will have the right of appeal by making a written request specifying the reasons for the appeal to the Superintendent within three days from the date of the athlete's dismissal from his/her team(s).
 - ii. The Superintendent may uphold the original decision or reverse the decision, or may impose a different decision.
- b. Appeal to Board of Education
- i. If the athlete desires to make further appeal, and only after having appealed to the Superintendent, the athlete will have the right to make a written request within five days from the date of receiving a decision on the previous appeal requesting a hearing before the Board of Education.
 - iii. After hearing the appeal, the board shall issue a decision. The decision of the Board of Education shall be final.

Dances and Prom

1. All student handbook rules will be followed.
2. WHS students in good standing are permitted to attend school dances. A WHS student may bring a non-WHS student to the school dances, but they must sign-up in advance with the building principal's office. The sponsoring WHS student is responsible for the conduct of their guest.
3. No one may attend a school-sponsored dance after having consumed alcoholic drinks or drugs.
4. Upon arrival at the site of the dance, the student must enter the hall. No one may leave the dance hall or designated area and subsequently return to the dance.
5. Normal dance hours are from 8:00-11:00 p.m. on school nights and from 8:00 p.m. until midnight on other nights.

It is tradition at Waukomis High School for the Junior Class to honor the senior class at the annual prom. NO ONE under the 9th grade and/or over the age of 21 may attend the prom. The prom is a formal activity and proper dress is required.

Eligibility for Queen/King

To be eligible to be selected as a queen or king candidate, the student must be a senior and meet the same eligibility requirements as for athletic eligibility. *A STUDENT WILL BE LIMITED TO HOLDING ONLY ONE POSITION OF ROYALTY.*

ANNUAL HIGH SCHOOL BASKETBALL KING/QUEEN CEREMONY

1. The Waukomis Student Government will plan and coordinate the Basketball King/Queen Ceremony with the Athletic Department.
2. There will be up to four senior basketball players from the girls and boys basketball teams chosen to be candidates. If there are not four senior girls or boys, the remaining escorts will be chosen from the underclassmen on the teams. However, underclassmen cannot be elected as King or Queen. All candidates must be in good standing with the school system. In the event that there is not a senior boy/and or girl basketball player, then underclassmen can be selected as King or Queen.
3. The king and queen will be selected by secret ballot by the boys and girls basketball teams. Any student chosen as King and/or Queen who does not complete the current season will automatically forfeit their crowns.

ANNUAL HIGH SCHOOL FOOTBALL KING/QUEEN CEREMONY

1. The High School Cheerleaders will plan and coordinate the football King/queen ceremonies with the Athletic Department.
2. There will be up to four senior football players chosen to be considered as candidates for King. If there are not enough seniors playing football, then junior football players will be nominated by the football team to serve as escorts only.
3. There will be up to four queen candidates chosen by the high school football team.

4. The king and queen will be selected by secret ballot by the high school football team. All candidates must be in good standing with the school system. Any student chosen as king/queen not completing the season will automatically forfeit their crown.

Policies/Procedures

Bus Conduct Rules

Daily transportation is provided for students in grades Pre-K–12 who live more than 1.5 miles from school and reside in the Waukomis School District. *Transportation aboard a Waukomis Public Schools' vehicle is a privilege reserved for those individuals who are authorized to ride and the privilege may be denied.* Bus drivers will have the same control over pupils while riding on the buses as teachers have while the pupils are in school. Transportation will be provided for field trips for grades Pre-K – 12.

BUS RULES

Prior to loading, students should:

1. **Be on time** at the designated school bus stop to allow the bus to stay 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.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Remain seated.
2. Keep all parts of the body inside.
3. Refrain from eating and drinking.
4. Assist in keeping the bus safe and clean at all times.
5. Remember loud talking and laughing and unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Any damage to a bus by a student must be replaced and such action taken

Motor Vehicle Policy

1. All vehicles driven to school by students must be registered with the principal's office.
2. Students are to park in the west parking but not in front of the high school building or at the west end of the elementary. Students are to use the designated parking lanes. No double parking. Vehicles will be towed.
3. There will be no sitting on or in any vehicle(s) once you have entered the parking lot.
4. The speed limit for school zones is 15mph. There is to be no speeding or reckless driving on school property. If this does occur, the student's parent(s)/guardian(s) will be notified and the student's driving privileges may be revoked.
5. Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and conduct inspections of the exteriors of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

VIOLATION OF ANY OF THIS POLICY COULD RESULT IN DRIVING PRIVILEGES BEING REVOKED BY THE ADMINISTRATION

Closed Campus Policy

In the interest of improving the educational environment and facilitating the learning process for the students of the district, students are required to remain on school premises throughout the school day. Specifically:

1. A “school day” is a day on which classes are regularly scheduled to be held.
2. Upon arrival at school, students are required to go to an approved area to wait for the first bell, and are not allowed to sit in their vehicles.
3. Students may not leave the premises during the school day, except with prior authorization from the principal and from the student’s parent/legal guardian.
4. During the noon period, a student’s parent/legal guardian wishing to take the student must report to principal’s office in order to check the student out of school. The student will be required to leave the campus in the same vehicle as the parent and return to campus in the same vehicle as the parent.
5. Students who leave school premises during the school day without parental and principal authorization and proper check-out from the proper building will be subject to disciplinary procedures set forth in district policy.

Dress and Appearance

Proper standards of dress and appearance reflect good judgment, poise, maturity and a business-like and purposeful atmosphere within a fine school. Students carry the burden of representing a good image for themselves, parents, teachers and visitors. Students should dress appropriately for all occasions and reflect the community’s standards of decency and good taste. All students are required to adhere to the following list of dress regulations:

The following are general guidelines for appropriateness of school attire:

1. Cut-off jeans or spandex (when not being worn in a school sponsored competitive sporting events, or worn as leggings under a top that is mid-thigh length or longer) are not acceptable.
2. Tank tops, (with the exception of Waukomis team uniforms) muscle shirts, see-through shirts and blouses are not acceptable.
3. Bare-midriff blouses or shirts that which are above the waist, show the collar bones, has a low-cut neck line, or exposes any undergarments are not acceptable.
4. The length of shorts, skirts or skorts shall cover the thigh from the mid-point of the thigh or lower.
5. The waist of any garment shall not be so low-hanging that bare skin or undergarments are exposed.
6. Any garment with symbols, patches, letters, numbers, slogans, phrases or colors that have ambiguous meanings or that are offensive, obscene, in bad taste, promote Alcohol or tobacco or that might be interpreted to be gang-related is not acceptable.
7. Any article of clothing or accessory, or hairstyle that tends to disrupt the learning process or has the potential to pose a danger to self or others is not acceptable.
8. Footwear must be worn at all times.
9. Hats or caps shall not be worn inside the buildings. (Exceptions are for spirit days)
10. Tattoos are not recommended. Any tattoo which is deemed offensive, distracting, or inappropriate will be covered while at school.

In the event a student’s attire is not mentioned specifically above but might be considered inappropriate, the building principal shall have final authority to determine whether a student’s attire meets or does not meet District standards. If a student’s dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines the principal shall notify the student’s parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.

Violation of the school dress code may result in disciplinary action.

Medication

By law, we cannot dispense any medication unless a parent or guardian has filled out and signed a “Parental Authorization” form. New forms must be signed and a new prescription bottle presented at the beginning of each school year and whenever a medication, dose, or time is changed. The medicine must be in its original container. Medications are to be kept in the office, not in the classroom, unless specifically ordered by the physician for the health and safety of the student. Filled prescriptions medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label.

Non-prescription medication may be administered only with the written request and permission of the parent or legal guardian. The medication will be administered in accordance with the label direction or written instructions from the student’s physician. A **daily** dose of a non-prescription drug requires a doctor’s note.

A student who is permitted to self-administer **asthma** medication may carry an asthma inhaler with them to class as long as there is a signed form from a parent on file in the Principal’s office.

Waukomis Public School is Drug, Alcohol, and Tobacco Free

1. Use, possession, dispensing, distribution, manufacture, or possession with intent to distribute, of drugs, of alcohol, or of tobacco in or on any District property, or at, in transit to or from, any school-sponsored function or event, is strictly prohibited.
 - i. Privately-owned vehicles on District property are subject to this policy.
 - ii. A “school sponsored function or event” is any activity which has been called for, or in the name of, any student or group of students and/or employees representing the school or any collection of schools where there are students and/or employees representing the District, regardless of its location.
2. For purposes of this policy, the term “drugs” includes prescription drugs that are not lawfully prescribed to the student and/or that not taken as prescribed.

Waukomis Public School is Smoke Free

WAUKOMIS PUBLIC SCHOOL 24/7 TOBACCO-FREE POLICY: The Waukomis Public School 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 May 2, 2013, smoking, chewing, or any other use of tobacco, or any simulation 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 policy 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, electronic cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking or the simulation of smoking.

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

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.

Wireless Communication and Electronic Devices

a. Students shall not be permitted to possess or use wireless telecommunications devices, including but not limited to cell phones, PDAs or similar devices, on the premises of this school district, in transit under the authority of the school, or at school district functions unless authorized according to school regulations. Exceptions may be made by the principal or superintendent upon request by the parent or guardian for purposes of medical necessity or in other appropriate circumstances.

b. Any unauthorized device found in a student's possession will be removed from the student's possession and disciplinary action will be taken in accordance with the procedures set forth in this policy.

Dangerous Weapons

It shall be unlawful for any person to have in his/her possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Oklahoma Statutes as "...any pistol, revolver, shotgun or rifle whether loaded or unloaded or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon be concealed or unconcealed," except as provided by law.

Gangs/Cults

a. It is the policy of the District that membership in or affiliation with gangs, secret fraternities or sororities, or in other clubs or groups not sponsored by established agencies or organizations, is prohibited.

b. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

c. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

d. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension.

Hazing

1. "Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, which activity is required or strongly encouraged as a condition of membership or as a "rite or passage" in any organization, regardless of whether participation is willing or not. Examples of hazing include, but are not limited to the following:

- Whipping, beating or any other physical contact of an unwelcome or punitive nature.
- Branding, piercing, tattooing or the like.
- Forced calisthenics.
- Forced exposure to the elements, including forced nudity.
- Forced consumption of alcohol, drugs, food or other substances.
- Activities which would include extreme mental stress such as prolonged sleep deprivation, prolonged isolation.
- Any other conduct which could cause extreme embarrassment or humiliation.

2. No organization having student members which is sponsored by the district or which is permitted to hold meetings or other events on school district property, and no member of any such organizations shall engage in or participate in or directly or indirectly condition membership or consider as a "rite of passage" participation in or submission to any hazing activity. It is the responsibility of the organization and/or members thereof to ascertain from district administration whether any questionable activity or action is considered by the district to be hazing.

3. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

4. Student organizations with members violating the prohibitions set forth in this policy shall forfeit all rights, privileges and recognition from the district for a minimum of one year and shall be referred to local law enforcement authorities for prosecution.

5. This hazing policy shall be considered a part of the bylaws or other organizational rules of all school district-sponsored student organizations.

Harassment/Bullying

It is the policy of this school district 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 the 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.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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 student
5. Unwelcome physical contact

Sexual Harassment

- a. This school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment of or by any of its employees or students. This policy applies to all students and employees including non-employed volunteers whose work is subject to the control of school personnel. For purposes of this policy, sexual harassment includes, but is not limited to:
1. Unwanted verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented "kidding" "teasing," double meanings, and jokes.
 2. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately.
 3. The making of graffiti which names a student or otherwise identifies a student is potentially slanderous. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- b. Specific Prohibitions for Administrators, Supervisors and Other Employees:
1. It is sexual harassment for an administrator, supervisor, support personnel, or teacher to use his/her authority to solicit sexual favors or attention from students.
 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
 3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), occurring during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.
- c. Grievance Procedure – Report, Investigation, and Sanctions
1. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
 2. With respect to sexual harassment grievances:
 - Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Principal has the responsibility of investigating and resolving complaints of sexual harassment involving students.
 - Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
 - Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

Authority to Search

1. In accordance with 70 O.S. § 24-102, the superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for the following:
Dangerous weapons;
 - g. Controlled dangerous substances;
 - h. Intoxicating beverages;
 - i. Low-point beer, or
 - j. Missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.
4. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.
5. The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other person they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property.
6. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.
7. Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

Prohibited Student Behavior

Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the administrator as the incidents occur.

Affection

Excessive public display

Alcohol

Possession or use

Assault

Intentional physical act to injury or damage to another person

Bullying

(including cyber bullying) another or a group (i.e., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, and matters pertaining to sexuality, or characteristics of another person or associates of another person). See section under bullying

Cheating

To include copying another student's work, either partly or the whole assignment, allowing another student to copy your work, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment or test. ** Use of cell phones or other unauthorized electronic devices during test contributes cheating.

Disrespectful, Disobedient, or Defiant

To school personnel such as not follow directions from any teacher or staff member, in a classroom, or in common areas, immediately and not interacting with adults in a mature, respectful manner. Also walking out of class without permission, talking back inappropriately, tearing up assignments or detentions, and all other behavior not becoming of a student

Disruptive Behavior

In classroom or common areas including disrespectful comments to fellow students. This will include but not limited to talking without permission, blurting out answers, talking off subject, or any other actions the teacher feels in not productive in the classroom. Also includes improper use of cell phones, iPods, and other electronic devices including internet social media networks. At the second offense, the item will be held in the office for parent pick up.

Dress Code

See section under dress code

Drug

Possession, use, or sale (see DoDEA Regulations 2051.1)

Falsely Signing

Altering a document to make it false

Fighting

Shoving, and exchanging of blows with the intent to injure. ***Both offenders will be punished:*** however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser penalties may be applied to the defender.

Leaving School Grounds

No students must have permission to leave the building and/or school grounds during normal school hours. Any student wishing to leave school during normal hours must have the parent/guardian call the school, prior to the time the student intends to leave.

Profanity/Vulgarity

In public conversations or in class

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (This includes but not limited to exposing of any genitalia) see section under sexual harassment

Slander/ Spreading Rumors

About another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation.

Theft

Possession of stolen items

Threat

Physical violence to staff or fellow student

Tobacco

Products or related paraphernalia

Truancy

Skipping school or class, failure to appear for teacher-assigned detention, for administrative detention, Friday School, missing (cutting) classes an unexcused tardy to a class of more than 5 minutes to any but the first class will be considered truancy.

Unsafe Behavior

Including but not limited to, tripping, shoving, or any horseplay

Vandalism

Deliberate destruction of school or personal property This includes malicious or destructive actions on school computers, to include deleting files, disconnection equipment, "hacking" or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism.

BEHAVIOR RUBRIC

Administrator has the authority to apply the following Behavior Rubric for inappropriate behaviors. The **rubric is guidance only** and is **not binding on Administration**. Each disciplinary case must be judged on the specific facts of the individual case to determine the fair and appropriate penalty.

“A” CATEGORY

<u>“A” CATEGORY BEHAVIORS</u>			
These behaviors are initially handled by individual teachers and only warrant referrals after repeated incidents or if initial incidents are severe.			
1. Disrupting class 2. Disrespectful comments 3. Dress code violations 4. Not being prepared for class		5. Improper use of electronic device 6. Littering on campus 7. Food or drink in school 8. Tardy	
“A” CATEGORY CONSEQUENCE GUIDELINS			
<u>1ST INFRACTION IN ANY CLASS</u>	<u>2nd INFRACTION IN ANY CLASS</u>	<u>3rd INFRACTION IN ANY CLASS</u>	<u>4th INFRACTION IN ANY CLASS</u>
Warning Teacher will counsel with student. Parent notified.	Warning Teacher will counsel with student Parent notified.	Detention Parent notified	Sent to Principal In/Out of school suspension (1-3) Days

“B” CATEGORY

<u>“B” CATEGORY BEHAVIORS</u>			
These behaviors are handled by teachers, and administration.			
1. Profanity/Vulgarity 2. Slander 3. Cheating 4. Excessive tardies (3 or more in one class) 5. Staying in or going to vehicle during school hours w/out permission 6. Truancy, skipping class or teacher/administrator detention, failure to appear, walking out of class w/out permission		7. False Signature 8. Bullying 9. Affection, excessive public display 10. Disrespecting Faculty 11. Total lack of effort in class 12. Unsafe Behavior	
<u>1ST INFRACTION IN ANY CLASS</u>	<u>2nd INFRACTION IN ANY CLASS</u>	<u>3rd INFRACTION IN ANY CLASS</u>	<u>4th INFRACTION IN ANY CLASS</u>
Parent/ Teacher/ Admin Conf .Detention ISD/OSS Corporal Punishment	Saturday School Corporal Punishment ISD/OSS	Suspension 3 days	Suspension 5 days

“C” CATEGORY

<p><u>“C” CATEGORY BEHAVIORS</u></p> <p>These behaviors are considered severe and warrant immediate referral.</p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ol style="list-style-type: none"> 1. Fighting 2. Pulling fire alarm 3. Vandalism 4. Possession of any tobacco product including vapor </td> <td style="width: 50%; border: none; vertical-align: top;"> <ol style="list-style-type: none"> 5. Theft/ possession of stolen items 6. Sexual Harassment 7. Open defiance of authority 8. Misuse of computer </td> </tr> </table>			<ol style="list-style-type: none"> 1. Fighting 2. Pulling fire alarm 3. Vandalism 4. Possession of any tobacco product including vapor 	<ol style="list-style-type: none"> 5. Theft/ possession of stolen items 6. Sexual Harassment 7. Open defiance of authority 8. Misuse of computer
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<p style="text-align: center;"><u>1st INFRACTION IN ANY CLASS</u></p> <p>Out of school suspension (3) days</p>	<p style="text-align: center;"><u>2nd INFRACTION IN ANY CLASS</u></p> <p>Out of school suspension (5) days</p>			

“D” CATEGORY

<p><u>“D” CATEGORY BEHAVIORS</u></p> <p>These behaviors are considered severe and warrant suspension or expulsion.</p>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <ol style="list-style-type: none"> 1. Assault 2. Possession of or use of alcohol 3. Drug possession, use, or sale </td> <td style="width: 33%; border: none; vertical-align: top;"> <ol style="list-style-type: none"> 4. Possession of any weapon (including in vehicle) described in hand book 5. Bomb threat </td> <td style="width: 33%; border: none;"></td> </tr> </table>			<ol style="list-style-type: none"> 1. Assault 2. Possession of or use of alcohol 3. Drug possession, use, or sale 	<ol style="list-style-type: none"> 4. Possession of any weapon (including in vehicle) described in hand book 5. Bomb threat 	
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<p style="text-align: center;"><u>1st REFERRAL</u></p> <p>Suspension up to 1 calendar year</p>	<p style="text-align: center;"><u>2nd REFERRAL</u></p> <p>Expulsion hearing</p>				

The categories in the behavior rubric are cumulative meaning that a second offense in a category, even if it is of a different type from the first, counts as a second offense (i.e. one disruptive in class in addition to one dress code violation would result in parent notification and detention).

Conduct Code

Students of Waukomis Schools are expected to conduct themselves in the manner that will continue to bring honor to the school and community. This code is intended as a guideline for the acceptable conduct so that students may be aware of the type of behavior that is necessary for Waukomis Schools to maintain the good reputation for which it is noted.

We shall enforce good, common sense discipline throughout the year. Remember that you are a citizen of the Waukomis community and everything you do reflects on your school, community, and parents. All discipline will be dealt with accordingly in the office. Pupils must remember that the teacher or the teacher’s substitute is the supreme authority during class time. Teachers dedicate themselves to helping young people learn and anyone guilty of disturbing this effort is hurting the entire school. Disrespect by act, word or deed toward faculty members or service personnel will not be tolerated. Disciplinary conferences with appropriate action will be taken in each case.

Disciplinary Options

In response to the legislative call for each district to have its own discipline policy, the Waukomis School District will have the following list of disciplinary options. These options will be applied and interpreted by the building principals and their designees in a matter that they deem just, given the circumstances of the individual case. Additionally, administrators will have the authority to enforce other reasonable action that they find warranted by situations not previously covered.

The following is a list of disciplinary measures that are available for use, and may be utilized in the various situations dependent on the circumstances.

1. Conference with student
2. Referral to Counselor
3. Remove from class or group (temporary or permanent)
4. Behavior Contract
5. Conference with parents
6. Changing students seat assignment or class assignment
7. Detention
8. In-school Detention
9. Corporal Punishment
10. Requiring a student to make financial restitution for damaged property
11. Requiring a student to clean or straighten items or facilities
12. Restriction of privileges
13. Involve law enforcement
14. Referral student to appropriate social agency
15. Probationary period
16. Suspension
17. Unexcused absence
18. Saturday School
19. Any other disciplinary action as required and/or indicated by circumstances.

NOTE: Disciplinary action taken during the last week of school may be forwarded to the following year.

Detention

Detention will be assigned at the discretion of the teacher(s) and/or the administration. Teachers can assign detention and each individual teacher will determine the time. Detention assigned from the administration will be from 7:00 a.m. until 8:00 a.m. or 3:30 p.m. until 4:30 p.m. Periodically the principal or individual teachers assign lunch detention. Students assigned to detention will be expected to serve the detention on the date assigned, unless the student's parent(s)/guardian(s) has called the principal's office and rescheduled it. Students are to be on time to serve the detention. If the student does not serve their detention on the date assigned or is late to the detention, then the detention is doubled and must be served the next day. If the detention is still not served, the student will serve a day of in-school detention.

Students will only be allowed to serve three (3) detentions per semester, except where the detention has been doubled as described above. If a student gets more than three (3) detentions in a semester, further disciplinary action will be taken by the administration.

Corporal Punishment

Corporal punishment, in the form of spanking or paddling, is a disciplinary action authorized under state law to be used by teachers in the District so long as it is administered in accordance with the guidelines established by administration and pursuant to state and federal law. Guidelines are as follows:

1. Teachers shall use corporal punishment only when other means have failed, or another method of punishment does not seem appropriate in light of the student's offense.
2. Prior to the administration of corporal punishment, the student shall be given an opportunity to explain his/her version of the event giving rise to the use of corporal punishment for the purpose of demonstrating that corporal punishment is not warranted.
3. Corporal punishment shall be only be administered in the presence of a certified administrator serving as witness.
 - a. Documentation must be prepared and signed by both the certified personnel who administers the punishment and by the certified witness.
 - a. Documentation shall include the reason for the punishment, the date administered, and shall include the time and place administered.
 - b. Said documentation shall be completed, signed and filed with the principal's office on the same day as the punishment.
4. Only ordinary or reasonable force is to be used. In determining what is ordinary or reasonable force, the person responsible for administering punishment shall consider:
 - a. the nature and severity of the misconduct;
 - b. attitude and past behavior of the student;
 - c. availability of less severe but equally effective means of punishment;
 - d. severity of punishment; and
 - e. the age and physical condition of the student.
5. Corporal punishment shall not exceed three swats.
6. Corporal punishment *shall not* be administered:
 - a. To any student whose parent or guardian has requested that the child not be given corporal punishment if such request is in writing and on file with the principal of the school the child attends.
 - b. To a student with a disability, as defined by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and/or any regulations promulgated in connection with any of said acts.
 - c. In the presence of any other students.

Suspension

Suspension is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules. Maximum time of suspension, according to Oklahoma School Law, is the current school semester and succeeding semester. A student may be suspended as a disciplinary measure in lieu of other forms of discipline. The following process will be used in suspending a student:

1. The student will be given oral or written notice of charges against him/her.
2. The student will have an opportunity to relate their side of the story.
3. Since suspension usually occurs immediately following the misconduct, generally steps #1 and #2 will precede the suspension.
4. Efforts will be made, immediately, to notify parents or guardians of the suspension.

5. If the presence of the student poses a danger to persons, property, or a threat of disrupting class processes, the student may be removed immediately from the school.
6. Suspended students will not be allowed on school grounds or to attend school activities during the length of suspension.
7. A parent/guardian may be required to accompany the student to a conference with the principal before the student will be re-admitted to classes.

Students will be suspended a maximum of three (3) times per semester. The first suspension is usually for three (3) days, then for five (5) days, then for the remainder of the semester. However, in cases involving extreme behavior, suspension may be swifter and more severe.

In cases of suspension for five (5) days or less, an educational plan will not be provided and 60% will be the highest grade earned for work completed during the suspension period. In cases of suspension for more than five (5) days, an educational plan designed for the eventual reintegration of the student into school will be provided for the core units in which the student is enrolled. The parent/guardian will bear the responsibility for monitoring the student's academic progress until the student is re-admitted to school.

Authority to Suspend Students

The authority to suspend a student from a school in the school district is delegated to the respective building principal and/or the superintendent. Any student may be suspended for:

1. Violation of the District's Infractions Subject to Disciplinary Action policy.
2. Violations of any other school policy or regulations.
3. For any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials, or damages property.
4. Adjudication as a delinquent for an offense that is not a violent offense, as defined in 57 O.S. Section 571.

Pre-Suspension Procedures

1. Before a student is suspended, the principal shall consider and apply, if deemed appropriate under the circumstances, an alternative to the out-of-school placement. This may include in-school suspension, placement in an alternative school setting, reassignment to another classroom, in-school detention or other in-school option.
2. Once a decision has been made to suspend a student, and except under circumstances which require the immediate removal of a student from the school campus, the district will attempt to contact the parent(s) or legal guardian before the student is released from school.
3. When a suspension has been issued, the student and parent/legal guardian shall be notified of the suspension, the grounds therefor and the right to appeal.
4. The length of the suspension shall be decided at the discretion of the administration. Per state law, suspensions shall not extend beyond the present semester and the succeeding semester unless they result from a violation of the prohibition on weapons, as described herein.

Terms and Conditions of Suspensions for Certain Infractions

1. Suspensions for Violation of Weapons Prohibition
 - a. A suspension shall not extend beyond the present semester and the succeeding semester except for suspensions resulting from violations of the prohibition on weapons:
 - i. In those instances, suspensions may extend up to one calendar year.
 - ii. Students found to be in possession of a firearm (except as allowed pursuant to 21 O.S. Section 1280.1) will be suspended for a period of not less than one calendar year.
 - iii. The term of the suspension may be modified by the superintendent on a case-by-case basis.
2. Suspensions for Violation of Drug, Alcohol or Tobacco Prohibition
 - a. Any student suspected of violation of this prohibition may be immediately suspended from school by the principal.
 - b. If the student is found guilty of violating this prohibition, the board will use its discretion in:

- i. Initiating due process to suspend the student as deemed appropriate, up to the maximum allowable by Oklahoma law, with the option to make re-entry conditional upon completion of a counseling and/or rehabilitation program;
 - ii. Initiating due process which may require the student to complete a counseling and/or rehabilitation program, while continuing to attend school;
 - iii. Referring the student to the proper agency for prosecution; or
 - iv. Initiating due process to do any of, all of, none of, any combination of, or anything not mentioned in the three preceding paragraphs.
3. Suspensions for Acts of Violence or Endangering the Health or Safety of Others
- a. Suspensions for assault, attempted assault, or acts which could reasonably cause injury to others shall be for the remainder of the current semester, plus the next semester. The superintendent may modify on a case-by-case basis.
 - b. Pursuant to 70 O.S. Section 24-101.3, a student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students will not be entitled to enroll in a public school of this state until the terms and conditions of the suspension have been met or the time of the suspension has expired.
 - c. A student suspended for a violent offense directed at a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

School Work During Suspensions

- 1. Students who are suspended from school for five (5) days or less will not receive an education plan from the District, but will be allowed to receive academic credit for work satisfactorily completed while under suspension, so long as assignments are completed and turned in on or before their due dates. It is the sole responsibility of the student or parent/guardian to ascertain any assignments and their due dates during the period of suspension and to turn in assignments to the appropriate teacher(s).
- 2. For any student suspended from school for more than five (5) days, the District will provide the student with an educational plan providing for the core units in which the child is enrolled.
 - a. A copy of the educational plan shall be provided to the suspended student and the student's parent or guardian.
 - b. The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed.
 - c. Parents shall be required to initiate contact with the principal to discuss the educational plan, to set timeliness for completion, to establish to whom questions may be referred regarding assignments and to whom completed work will be delivered.
 - d. Academic credit will be given for work completed satisfactorily pursuant to these guidelines.
- 3. A student on an Individualized Educational Plan (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA) shall be provided education and related services in accordance with the student's Individualized Education Plan.

Curricular and Extracurricular Activities During Suspensions

Students under suspension are prohibited from attending or participating in any school-sponsored function or activity, curricular or extracurricular, or sporting event, during the term of such suspension.

Re-Admission to School After Suspension Ends:

- 1. Before a suspended student is allowed to be re-admitted into school, a post-suspension conference between the principal, parent/guardian, and student shall be required to ensure the terms and conditions of suspension have been met and to address any other issues relating to the student's suspension and possible re-integration into the school environment. It is the sole responsibility of the parent/guardian to arrange for such conference.
- 2. Any student suspended for a violent act or an act showing deliberate or reckless disregard for others' health and safety shall not be entitled to return to school until the terms of the suspension have been

met at the time of suspension has expired. No student from a different district shall be entitled to enroll in this District if the student was suspended from another district for a violent act or an act showing deliberate or reckless disregard for others' health and safety, unless and until the terms of the suspension have been met and/or the time of the suspension has expired.

3. Any student suspended for a violent crime directed toward a classroom teacher shall not be readmitted to that teacher's classroom without the teacher's permission.
4. The District shall not provide education services in the regular school setting to any suspended student who has been adjudicated as a delinquent until the District determines that the student no longer poses a threat to self, other students, or faculty. At its discretion, the District may provide education services through an alternative school setting, home-based instruction, or other appropriate setting during that time.

Appealing Suspension

A suspended student may appeal the suspension according to the following procedures:

For Suspensions of Ten Days or Less

1. The student or parent/guardian shall notify the superintendent in writing of the intent to appeal the suspension within two (2) days of receipt of the written suspension notice.
2. Upon receiving notice of intent to appeal, the superintendent shall convene the suspension review committee, composed of District administrators.
3. The committee shall fully investigate the matter to determine the guilt or innocence of the student and the reasonableness of the suspension imposed.
4. A decision will be rendered and communicated to the student in writing.
5. The decision of the committee shall be final and not subject to appeal.

For Suspensions of More Than Ten Days

1. The student or parent/guardian shall notify the superintendent in writing of the intent to appeal the suspension within two (2) days of receipt of the written suspension notice.
2. Upon receiving notice of intent to appeal, the superintendent shall convene the suspension review committee.
3. The committee shall be composed of District administrators.
4. The committee shall fully investigate the matter to determine the guilt or innocence of the student and the reasonableness of the suspension imposed.
5. A decision will be rendered and communicated to the student in writing.
6. If the student wishes to appeal the suspension committee's decision to the board of education, the superintendent shall be notified in writing within two (2) days of receipt of the committee's decision.
7. The superintendent upon receipt of notice shall notify the board of education. Hearing of the appeal shall be conducted at the next regular board meeting or within ten days of receipt of the intent to appeal, whichever comes first. The superintendent, at his/her discretion, may permit the suspended student to attend classes or be placed in an alternative in-school setting pending the outcome of the appeal.
8. During the hearing of the appeal to the board of education, the student may be represented by legal counsel, may present witnesses on his/her own behalf and/or offer other evidence on his/her behalf including the student's own testimony. The administration shall be entitled to do the same. The board will utilize the information presented in the hearing to determine the guilt or innocence of the student and the reasonableness of the suspension imposed.

9. The board of education may conduct the hearing and render the final decision or may appoint a hearing officer to conduct the hearing and render the final decision. The decision of the board of education, or of the hearing officer, if applicable, shall be final and not subject to appeal.
10. The student shall be notified in writing of the board's/hearing officer's decision.

Family Educational Rights and Privacy Act (FERPA)

As a parent of a currently enrolled student at Waukomis School or as an eligible student if 18 years of age, you have the right to:

1. Inspect and review your child's educational records.
2. Request the amendment of your child's education record to insure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in your child's education records, except to the extent that the Act and its regulations authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the act.
5. Obtain a copy of these policies that are located in the Elementary and High School offices.

To have an explanation of these policies in your own language if it is other than English, call the Superintendent's office at (580) 758-3247.

Asbestos Care

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 are 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 WAUKOMIS 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 law.

EQUAL OPPORTUNITY STATEMENT

The Waukomis Public Schools adhere to the equal opportunity provisions of Federal Civil Rights Laws and Regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975) or veterans, in the pursuit of educational goals and objectives and in the administration personnel policies and procedures. Assistance is available for any student, teacher or school employee as needed. If you have questions and/or concerns regarding your rights under these laws, please contact the Waukomis High School Principal for immediate assistance. For additional information concerning the rights of individuals under Federal Civil Rights Laws, you may contact the Office for Civil Rights, U.S. Department of Education, 1200 Main Tower, Dallas, Texas 75201.

Student Name _____ Grade _____

English Teacher _____ Hour _____

Parent Compact

Parent/Guardian Agreement

I want my child to achieve in school. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Encourage my child to study.
- Communicate with the school regarding my child's education.

Student Agreement

It is important that I achieve in school. Therefore, I shall strive to do the following:

- Attend school regularly.
- Respect and cooperate with other students and adults.
- Do the best I can on schoolwork.
- Assist in making my school a clean and safe place.

Statement

I have read and understand the policies, procedures, and statements presented in the Waukomis Middle School and High Handbook for the 2020 – 2021 school year.

Signature of Parent/Guardian

Date

Signature of Student

Date

Please complete, detach, and return to your English teacher.

