

INTRODUCTION

Students: Welcome to the home of the Bulldogs! To our continuing students, we are thrilled to have you back. To our freshmen and new students, we are excited to add you to our family. Wagoner High School is proud of its student body and hopes that you are proud to be a part of our school. A school earns a reputation for **excellence** through **character, integrity, spirit, enthusiasm, attitude, sportsmanship**, and the **morale** of its students and faculty.

You have the opportunity to live, study, learn and compete cooperatively with nearly 700 students at Wagoner High School. Our school is a reflection of your willingness to participate in its programs and support its activities. Nothing short of your best will make Wagoner High School the best that it can be. This is your privilege and responsibility.

We want to welcome you to the Wagoner High School family.

Dear Parents:

We, the administration and faculty of Wagoner High School, take this opportunity to say hello and welcome to you as a partner in your child's education. We thank you for entrusting our administrators and faculty with helping to prepare your child for their future accomplishments.

Because of the current pandemic, Wagoner Public Schools has adopted a facemask policy, as well as, moved to an alternative schedule for student attendance. Facemasks are strongly encouraged within the classroom, but mandated when in the hallways (during passing periods) or if in an environment where social distancing cannot be achieved.

It is essential to the benefit of our student body that we, teachers and parents cooperate in every way possible. We recognize that a student may not achieve to his or her fullest capacity without parental interest and guidance; therefore, we ask that you join us in encouraging your child to achieve his or her very best in every class or activity. With your help, our chances of doing something that will be of lasting benefit for your child are greatly increased.

We extend an invitation to all parents to visit the school. We encourage you to contact us or come by and visit with a school representative if any problem or question concerning classes or any school situation arises. When parents, administrators, and faculty work together as a **TEAM**, the quality of education improves and benefits our students.

On a personal note, I want you to know that I am **EXCITED** to be your child's principal here at Wagoner High School. My door is open to each and every one of you.

Thank you in advance for joining us on this exciting journey!

Della Parrish
Principal

Dustin Fleming
Assistant Principal

Leland Alexander
Assistant Principal

Wagoner Public Schools

Superintendent: Randy Harris
Assistant Superintendent: Nick Humphries
707 N. Story Ave
Wagoner, OK 74467
918-485-4046

Board of Education

President: Brenda Barney
Vice-President: Tresa Pitre
Clerk: Michael Hickman
Member: LaKisha Blandon

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PRINCIPAL'S OFFICE: The principal is the director of the high school, and is the one who interprets the policies and the philosophy under which the school operates. This office is designed to help both students and teachers regarding the general policies of the school and with any problems that require guidance and direction. A school calendar, which contains a complete schedule of all dates of school activities, is maintained in the Principal's office. In order to avoid conflicts, any teacher or student who wants to schedule an activity must do so through this office.

COUNSELOR'S OFFICE: We currently have two counselors in this office who provide assistance to the students with any school or personal problem. **See one of the counselors if you need:**

- Help on any school problems you might have;
- Help on any personal problems you might have;
- To find out about scholarships of various kinds;
- To find out about achievement and other tests;
- To drop or change a course;
- To enroll or withdraw from school;
- To secure vocational information;
- Answers to your questions.

TESTING PROGRAM: The High School Counselors will supervise and administer the Preliminary Scholastic Aptitude Test to 10th and 11th grade students who demonstrate interest and will assist in giving the ASVAB to juniors. ACT and SAT packets are available in the counselor's office for all testing dates. **It is recommended that college bound seniors take a college entrance exam by October of their senior year.**

As part of Oklahoma's comprehensive testing requirements, all juniors are administered the ACT, American History, and Science tests.

In accordance with the No Child Left Behind Act of 2001 (NCLB), Section 1111 (h)(6) PARENTS' RIGHT-TO-KNOW, Wagoner Public Schools will notify every parent of a student in a Title I school that they have the right to request and receive information in a timely manner regarding the professional qualifications of their child's classroom teacher.

EXIT OUTCOMES for WAGONER HIGH SCHOOL

A graduate of Wagoner High School will:

- Communicate effectively.
- Demonstrate skills and competence in dealing with current and future technologies.
- Analyze problems and make appropriate use of available resources in developing solutions.
- Work cooperatively for the betterment of self and the group.
- Create intellectual, artistic, practical, or physical products which reflect originality and

high standards.

- Draw directly from his/her learning experience to create a positive vision, prioritize options, and develop and monitor achievable goals.

THE AMERICAN CREED

"I believe in the United States of America as a government by the people, for the people, whose just powers are derived from the consent of the governed: a democracy in a republic; a sovereign nation in many states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; support its Constitution; obey its laws; to respect its flag; and to defend it against all enemies"

William Tyler Page

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands one nation under God, indivisible with liberty and justice for all.

OKLAHOMA FLAG SALUTE

I salute the flag of the state of Oklahoma. Its symbols of peace unite all people.

NOTICE: Wagoner High School does not discriminate on the basis of **Race, Color, National Origin, Sex, Sexual Orientation, or Handicapping Condition**, in any of their policies practices or procedures.

Breakfast/Lunch Price Changes

Breakfast and lunch are available. Students/families must apply for free/reduced meals. The application is in the student enrollment packet. If your family qualifies, you may receive either free or reduced priced meals. All others are full pay meals. Student Breakfast - full price 2.00, reduced price .30; Student lunches- 3.25 full price, .40 reduced price. You must qualify for the free/reduced price through the application contained in the enrollment packet.

Staff Breakfast is \$1.00 and Staff Lunch is \$2.00.

Substitute Teacher Breakfast is \$2.00 and Lunch is \$4.00

Bell Schedule Tuesday – Friday

1ST LUNCH SCHEDULE

1st hour 8:45 – 9:40

2nd hour 9:45 – 10:35

3rd hour 10:40 – 11:30

1st lunch 11:30 - 12:00

4th hour 12:05 – 12:50

5th hour 12:55 – 1:40

Advisory 1:45 - 2:05

6th hour 2:10 – 2:55

7th hour 3:00 – 3:45

2ND LUNCH SCHEDULE

1st hour 8:45 – 9:40

2nd hour 9:45 – 10:35

3rd hour 10:40 – 11:30

4th hour 11:35 - 12:20

2nd lunch 12:20 - 12:50

5th hour 12:55 – 1:40

Advisory 1:45 - 2:05

6th hour 2:10 – 2:55

7th hour 3:00 – 3:45

First Semester

| | |
|----------------------|----------------|
| First Day of Classes | Aug. 25 |
| Progress Reports | Sept. 25 |
| Parent/Teacher Conf. | Sept. 28 |
| School in Session: | Monday, Oct 12 |
| Fall Break | Oct. 15-16 |
| Progress Reports | Nov. 6 |
| Thanksgiving Holiday | Nov. 23-27 |
| End of 1st Semester | Dec. 18 |
| Winter Break | Dec. 21-Jan.4 |

Second Semester

| | |
|----------------------|------------|
| Classes Resume | Jan. 5 |
| Report Cards | Jan. 8 |
| Progress Reports | Feb. 19 |
| Parent/Teacher Conf. | Feb. 22 |
| Spring Break | Mar. 15-19 |
| Progress Reports | Apr. 9 |
| Last Day of Classes | May 20 |
| Report Cards | May 27 |

Virtual Monday's Schedule

| 1st Semester | 2nd Semester |
|--------------|--------------|
| Aug. 31 | Jan. 18 |
| Sept. 14 | Feb. 1 |
| Oct. 26 | Feb. 15 |
| Nov. 16 | Mar. 1 |
| Dec. 7 | Mar. 26 |
| | Apr. 5 |
| | Apr. 12 |
| | Apr. 26 |

ACADEMICS

GRADING SYSTEM:

- A** = 90 - 100%
- B** = 80 - 89%
- C** = 70 - 79%
- D** = 60 - 69%
- F** = 0 - 59%

I = Incomplete (must be completed within two (2) weeks or they will become F's)

STUDENT CLASSIFICATION BY CREDITS EARNED:

- Freshman 0 -4.5 credits
- Sophomore 5 -10.5 credits
- Junior 11 - 16.5 credits
- Senior 17 + credits

Students will be classified at the beginning of the regular school year and shall keep the classification for the entire school year.

GRADUATION REQUIREMENTS

The “college preparatory/work ready curriculum” will include the following:

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

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements. All 3 units must be completed between the 9th and 12th grade.

3 units of laboratory science—one unit must be a life science meeting the standards for Biology I, one unit must be Physical Science, Chemistry or Physics and one unit must be from the domains of physical science, life science or Earth and Space Science with content and rigor above Biology I or Physical Science.

3 units of 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 two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

One additional unit selected from above or career and technology education courses, concurrently enrolled courses, advanced placement courses or international baccalaureate courses approved for college admission can also meet the requirements of one additional unit or set of competencies selected from the areas of English, math, science, history or computer technology;

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

Students are required to meet a minimum of 6 elective course credits.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Science

- 1 – Biology I or Biology I taught in a contextual methodology, and 2 in the area 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 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 tenth, 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.

Language Arts

- 4 units or sets of competencies
1 unit of Grammar and Composition
and
3 units which may include
American Literature

English Literature
World Literature
Advanced English Courses
Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit which may include:

World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

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 Precalculus, Calculus, Statistics and/or Probability, Computer Science, contextual mathematics courses which enhance technology preparation, or a science, technology, engineering and math (STEM) block course meeting the requirements for course competencies, whether taught at a comprehensive high school, or technology center school when taken in tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematic courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the independent district board of education, or equal to or above Algebra I.

The Arts and Computer Education

Those graduating after **July 1, 2018** will be required to earn 1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, 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 classes

Electives

8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

**REFERENCE: 70 O.S. § 11-103.2c 70 O.S. § 1210.508
70 O.S. § 1210.199
70 O.S. § 11-103.6**

STUDENTS GRADUATING EARLY: Students who attempt to graduate early (any student who is not enrolled as a senior) will be held to the following guidelines:

- You will be classified in the grade in which you begin the school year and as a result you will not be eligible for the final top 10%, Valedictorian or Salutatorian.
- The student and his/her parent/guardian will be required to meet with the High School Principal and other appointed staff members to seek early graduation approval and determine whether early graduation is the best option for the student.
- You must have completed all graduation requirements in order to walk at the next graduation ceremony;
- If you are *not* classified a senior, you will have to pay to attend the prom.

The Selection of Valedictorian, Salutatorian, and Top 10% will be based on the following criteria:

The student(s) who achieve the highest GPA (Grade Point Average) on the weighted GPA scale as outlined below will be named Valedictorian. Ties will not be broken beyond a tenth. Similarly, the salutatorian and Top 10% will be ranked using the weighted GPA scale.

- GPA will be calculated using the student's seven semester transcript.

The weighting scale for classes is as follows:

- Advanced Placement (AP) Classes—5 points.
- Pre-AP Classes—4.5 points.
- Honors Classes—4.5 points.

- Concurrent College Classes—4.5 points.
- All Other Classes—4.0 points.
- Only students who have completed 3 AP credits will be considered for Valedictorian, Salutatorian, and Top 10%.
- Students must have attended Wagoner High School for three consecutive semesters prior to selection of Valedictorian, Salutatorian, and Top 10%.

A student must be in good standing (grades and attendance) at the time of senior activities or that student will not be eligible for these honors. Good standing is interpreted as not having a predetermined failing grade in a class due to excessive absences, missing assignments, or disciplinary actions.

NATIONAL HONOR SOCIETY: To be eligible for membership, the candidate must be a member in good standing of Wagoner High School and have been in attendance at WHS the equivalent of one semester. Candidates must have a cumulative scholastic average of 3.6 or greater. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of members to the chapter shall be by the majority vote of the faculty council. The National Honor Society must abide by the National Constitution. Anyone seeking information on the rules should contact the local High School sponsor, who retains a National Honor Society handbook at all times.

OKLAHOMA HONOR SOCIETY: The top ten percent of the Senior High enrollment is eligible for membership. Membership will be based upon work during the first semester of the current year and the second semester of the preceding year.

COLLEGE CONCURRENT ENROLLMENT: Juniors and Seniors can be concurrently enrolled and **we DO give** High School credit for these classes. (See requirements in curriculum guide)

ELIGIBILITY TO REPRESENT WAGONER HIGH SCHOOL: The O.S.S.A.A. requirements that govern participation in athletic contests will be used as a basis for student participation in **all extracurricular** activities sponsored by Wagoner High School. A student must be in attendance a minimum of three (3) periods on the day of the activity. Students in INT or OSS are **NOT** eligible to represent WHS at competitions. Grades are checked on a weekly basis. Low grade reports are submitted to the office on each **Thursday**. Failing a class will place a student on one week **probation**; failing **any** class the following week will place the student on the ineligible list for the next week. The ineligibility week runs from Monday morning through Sunday night. **After the first** semester of the ninth grade, a student must have passed a minimum of five (5) non- activity classes to be eligible for the first six (6) weeks of the next semester. His/her eligibility will then be on a week to week basis.

DRESS CODE: Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents and students. The intent of the student dress code is to restrict extremes and indecency, which would interfere with the District's educational mission or threaten the safety of students. The hallmark of the exercise of disciplinary action shall be fairness. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior, which is conducive to the learning environment.

The building administrator shall have the authority to determine the appropriateness of any attire not specified below. In making such determination, the administrator shall consider whether the clothing, hairstyle, and/or accessory presents a safety hazard, is revealing, or disrupts the teaching and/or learning or has a factual and substantial history of creating such disruption. The principal, or other designated school official, is delegated the authority to determine the proper action and or discipline action if needed to be taken in issues related to the dress code. The following dress code for all students is established:

1. **Tops:** Any shirt, blouse or sweater may be worn with the following conditions:
 - a. "See-through" shirts or blouses may not be worn.
 - b. Shirts and blouses must be properly buttoned and cannot expose the midriff when arms are raised from the side. Tank top style sleeveless dresses, shirts, or blouses that expose undergarments are not permitted.
 - c. Any article of clothing which exposes the back or midriff may not be worn. Tank tops and muscle shirts may be worn with two finger widths over the shoulder.
 - d. Shirt, dress, and sleeve openings must not expose the torso, chest, or undergarments.

2. **Outerwear:**
 - a. Trench coats are not acceptable.
 - b. Jackets, coats, hoodies, sweatshirts are acceptable for school wear. All must be the proper size for the student.

3. **Pants/Shorts:** Pants, jeans, or slacks of styles, which are neat and clean, are acceptable.
 - a. Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings must be worn with a long, tunic style top that covers the groin and seat area when arms are raised from the side.
 - b. Sagging is not acceptable.
 - c. Pants may not ride low exposing the torso or back or undergarments.
 - d. Shorts must be mid-thigh or longer.
 - e. Pajama style pants are not appropriate for school wear.
 - f. Chains or other objects hanging from pants are **NOT** allowed.
 - g. Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of school or safety risk to the student or others is prohibited. Jeans may have holes; they may **NOT** be excessively large or excessive in number, at the discretion of the principal or his/her designee. Holes may **NOT** expose skin above mid-thigh. Holes may **NOT** be located in the groin area or the seat of the pants.

4. **Skirts and Dresses:** The skirt or dress must be no shorter than mid-thigh at all times. Slits must not extend above mid-thigh.

5. **Shoes:** All styles of street shoes are acceptable for school wear. House shoes and skate shoes are not acceptable for school wear.
** Please note schools prefer students to wear tennis/athletic shoes on PE days to reduce the possibility of injury.
6. **Accessories:** Which are not acceptable include the following:
 - a. Headbands, arm bands, leg bands.
 - b. Sunglasses are to be left in the student's locker during the school day.
 - c. Gang symbols. As part of an effort to curb the presence and influence of gangs in schools, the wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang or other secret society is prohibited.
 - d. Body piercing that is disruptive or distracts from the educational process.
 - e. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.
 - f. Safety pins or other sharp or distracting objects may not be worn on a student's clothing.
7. **Insignias, Monograms or Patches:** Lettering or any type of sew-on patch, decal, insignia, etc., which is suggestive, vulgar or refers to gangs, alcohol, tobacco or drugs is not acceptable.
8. **Make-Up:** Facial or other body decorations that are disruptive to or distract from the educational process, or violate the discipline code (i.e., obscene, vulgar, profane, lewd, or sexually suggestive words or gestures; words or depictions that sponsor or promote items not permitted on school property, etc.) are not acceptable.
9. **Hair:** Hair must be clean and neatly groomed. No extreme hairstyles, exotic color or extreme height, width or length.
10. **Spirit Days:** Spirit days will be every Friday. Students are encouraged to show school spirit by wearing a school related t-shirt. Cheerleaders may wear their uniforms.
Sport teams may wear school jerseys with a t-shirt underneath.
11. **Facemasks(For COVID-19):** Masks are prohibited from having print on them things that are disruptive to or distract from the educational process, or violate the discipline code (i.e., obscene, vulgar, profane, lewd, or sexually suggestive words or gestures; words or depictions that sponsor or promote items not permitted on school property, etc.) are not acceptable.

Exceptions to the above regulations for physical, health, religious, or other necessary conditions, may be made at the discretion of the site administrator or central administrator or their designee after conferring with a student and his/her parents or legal guardians.

Dress Code Violations Consequences:

1. Verbal Warning/Corrective Action
2. Lunch Detention/Corrective Action
3. 1 hr after-school detention/Corrective Action
4. 1 day of INT Timeout/Corrective Action
5. Start of Discipline Steps/Corrective Action

FORMAL DRESS: For Prom and Coronations – Wagoner High School Administration will select a Prom Committee each school year to determine the dress attire for Prom for the current year. This committee will consist of the following: (2) female high school employees, (1) female Board of Education member and (1) senior or junior parents. The Superintendent of Wagoner Public Schools will have final approval of the attire that is presented by the Prom Committee.

The Prom committee will communicate with all parents in October and again in March, to address the appropriate attire for Prom.

The Prom Committee will be present the night of the Prom to make sure all dress attire is properly enforced. Violators will not be warned, they will not be allowed to enter or attend the event.

PROM: Seniors are the guests of the junior class for the Prom, senior students enrolled at Wagoner High School are not expected to pay for their entrance. However, if they bring a date that is not a senior at Wagoner High School they will have to pay for that person's entrance. Students who have dropped out or been suspended long-term during the current school year, **or are currently in OSS the week of the prom** are **NOT** eligible to attend and participate in the Wagoner High School Prom. In the case of dropouts from previous school years, the student must have completed a High School Equivalency Program **and must provide evidence of that successful completion to WHS administration.** **Freshmen students are NOT allowed to participate in the WHS prom. All non-WHS guests will be allowed to attend as guests provided they have submitted a Guest Permission Form and been approved by WHS administration. Guests to the prom can be twenty (20) years of age and younger.**

Students attending the Prom are photographed and/or videoed before, during, and/or after the Prom for media release. If you wish for your child to **NOT** be pictured or videoed for media release, please submit this request in writing to the Principal prior to the event.

ALL-SCHOOL HOMECOMING QUEEN:

- ❖ Each **extra-curricular organization** will select a senior girl as their queen. If there are no seniors in the group a junior can be selected, **if there are not any juniors as well a sophomore can be selected but underclassmen** will not be on the ballot for All-School Queen. **Freshman**

are not eligible to represent.

- ❖ Queens and Escorts must not be on the probation or ineligible list at the time of selection and/or the week of homecoming. Queens must be active members in good standing as per advisor / **coach**. Queens and Escorts will be required to sign a Terms of Homecoming Agreement when chosen, which includes the dress code and duties/ responsibilities. Queens and Escorts **MUST** fulfill any and all responsibilities pertaining to homecoming and will forfeit the honor of representing their organization. The organization will **NOT** be refunded their homecoming fee.
- ❖ A queen can only represent one organization.
- ❖ Escorts – Queens must choose a male escort from the same club/sport as she is representing with the exception of a club/sport which contains no males or has no male equivalent sport. In this case, the candidate is allowed to choose any senior male as an escort. However, if a club/sport contains only one senior male, and he is unwilling or unable to serve as escort, the Queen may either choose a junior male from the same club/sport OR any senior male as an escort. The escort **MUST** accompany the Queen for the all-school assembly and **MUST** ride in the car beside the Queen during the parade. A family member will escort the queen during coronation before the football game.
- ❖ Flower girl and crown bearer will be selected by the **queen candidates**. Nominations may be made by students or faculty members. Candidates must be at least in kindergarten.
- ❖ The student body will select the All-School Homecoming Queen by ballot vote during their third hour class on the day of homecoming.
- ❖ The votes will be tallied by a committee. That committee will be made up of three faculty members, one counselor, one support person, and one administrator.
- ❖ Announcement of the All-School Homecoming Queen will be **during the pregame ceremony** of the football game after every individual queen has been introduced.
- ❖ Any unforeseen circumstance that is not addressed in the handbook may be undertaken by the Principal with consideration from the coordinators and corresponding club/sport sponsor.

STUDENT SEARCHES: Searches of student's person, personal possessions, or locker without a valid search warrant shall be prohibited unless the principal has a reasonable basis for believing that the student is concealing material, the possession of which is prohibited by federal, state, local law, or school regulations. The superintendent or principal of any public school in the State of Oklahoma, or any teacher or security personnel, shall have the authority to detain and authorize the search, of any pupil or pupils on any school premises or while in transit under the authority of the school, or any function sponsored or authorized by the school, for dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act and hereinafter referred to as a controlled dangerous substances. The search shall be conducted by a person of the same sex as the person being searched. **Any illegal or controlled dangerous substance will be turned over to law enforcement representatives.** The Superintendent

or Principal authorizing the search shall have the authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled substances that might be in their possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled dangerous substances.

LOCKERS: All students are provided a locker with a combination lock. They are to be kept closed and locked when not being used. **Sharing or trading lockers is prohibited. A fee of \$5.00 will be charged for loss or damage of a lock.**

BOOK BAGS / PURSES: Backpacks and purses may be carried to class and placed in the teachers designated area. Athletic bags with bats or anything else that may be deemed as a weapon may not be carried from class to class during the school day.

ELECTRONIC DEVICES/CELLULAR PHONES: If a cell phone is brought to school it must be kept in their backpack, purse or locker and on silent during instructional times. Students in violation of this policy will be disciplined appropriately.

PARKING AREAS: Student parking decals will be required for parking at Wagoner High School. These decals may be purchased from the high school office at a cost of **\$3.00**. Failure to display the proper decal will result in the vehicle being towed and the student will have to pay the tow fee to reclaim the vehicle.

All students must park in the front paved parking lot during the school day (excluding the front row). 6th hour weights and 7th athletics/extra-curricular activities may park at the appropriate site during that class time.

All parking areas are off limits before, during and after school unless permission is granted from the office. Upon arrival to school students must immediately exit the parking areas. There will be no loitering throughout the day in the parking areas. This includes but is not limited to concurrent, criss cross, VO-Tech etc.

DRILLS: Each room will have posted regulations and routes to be taken in evacuating the building during a fire/fire drills, procedures to follow for protection during tornadoes/tornado drills and intruder alert/lockdown drills. Early in the school year teachers will familiarize students with these procedures.

ATTENDANCE

ATTENDANCE: Research has shown that attendance is closely related to success; therefore all students are expected to attend classes regularly and be on time. Excessive absences disrupt the continuity of the learning process. **Oklahoma State Law requires that students be in attendance 90% of the time** or they will not receive credit for the semester. **In order to increase class time and therefore increase the opportunity to be successful, students at Wagoner High School will only be allowed to miss seven (7) days per semester and still receive credit.** Truancies will be reported to the District Attorney's Office. (See attached form) **Upon the 4th day absent a warning letter will be sent**

home to the parent/guardian. On the 7th day a student is absent a parent or guardian will be contacted by the administration and a Notice of Non-Attending Student will be sent to the District Attorney's Office and to the parent/guardian. Students who are failing due to attendance will be required to make up the absences over seven (7) per semester in Saturday school in order to maintain eligibility. The administration is the final authority on determining attendance policy exceptions.

FAILURE DUE TO ATTENDANCE: Students who fail due to attendance will receive a grade of 59 and may be allowed to take a comprehensive final exam. If the exam grade raises the final grade to passing, the student will receive the passing grade. **The building administrators are the final authority on determining attendance policy exceptions.**

TARDIES: Classroom doors will be closed and locked when each tardy bell rings. There are no excused or unexcused tardies, they are **simply recorded as tardies.**

Tardy Consequences:

1. Verbal warning
2. Phone call home followed by lunch detention
3. 1 hr after-school detention-phone call or email
4. 2 hr after-school detention-phone call or email
5. 1 day of INT Timeout-Sent to Assistant Principal
6. Start of Discipline Steps

Three tardies will be considered the equivalent of **one absence. Students missing 20 minutes or more of a class period will be considered absent for that class period.**

EXEMPTIONS FOR SEMESTER TESTS: Wagoner High School, in order to reward students with good attendance, will allow students to accept their pre-test semester grade in a class if they qualify, according to the following guidelines. A minimum grade of 90% and no more than **2 absences** and **2 discipline referrals**, a minimum grade of 80% and no more than **1 absence** and **1 discipline referral**, or a minimum of 75% and **no absences** and **no discipline referrals**. Students may be exempt in some classes, but not others. They are expected to be in class at the correct time. All absences are used to determine eligibility for exemptions. Co-curricular (AC), Extracurricular (AE), Policy Exception (AX), State Competition (ST), and College Day (EU) are not recorded as absences. Exempt students can take the test and their grade cannot be lowered.

MAKE-UP WORK: Students will be allowed one day for each day absent to turn in make-up work and receive full credit. Any work turned in after this time may result in a grade reduction or failure. If a student is going to miss school for an extended period of time, homework can be picked up at the school office.

CHEATING / PLAGIARISM: Students caught cheating on any assignment or test will receive a grade of zero on that assignment or test. Plagiarism will result in a zero for plagiarized material. Student

admission or **discovery** of cheating on a test after the test was taken will result in a zero being recorded for that test.

EXTRACURRICULAR ABSENCES: Students attending school-sponsored activities are **NOT** counted absent. Classes missed as a result of co-curricular or extracurricular activities do not count as an absence. **Students MUST adhere to the O.S.S.A.A. and SDE guidelines of “no more than 10 absences” due to extracurricular activities. State competitions or qualifiers are marked “AE”, but do NOT count against the ten. If a student exceeds the 10 day limit, he / she can appeal to the building principals for an exception. Once the student has exceeded the state allowance, any additional days are counted as absences.**

COLLEGE VISITATION: Wagoner High School students are encouraged to plan for their future. One of the ways they may enhance their future plans is to visit with a college of their choice. In keeping with this philosophy, junior and senior students will be allowed to count one day as a “co-curricular” activity **provided they adhere strictly to the following criteria:** the college visitation day must be initiated with one of our counselors, written parent verification of the intended college visit must be submitted at least **two (2) days prior to the actual visitation date**, and the student must submit a confirmation letter from a college official to the counselor on the morning the student returns to class. At the discretion of the Principal, additional college visits may be approved prior to absence. Military enlistment dates will be treated the same as college visitation.

GENERAL POLICIES AND NOTIFICATIONS

LAW OF PRIVACY RIGHTS OF STUDENTS: Students can expect no privacy concerning school lockers, desks, or other school property, or of vehicles in the school parking lots. The law reads: “Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, other school property, or cars in the school parking lots. School personnel shall have access to school lockers or desks in order to properly supervise the welfare of students. 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.”

ENGLISH AS A SECOND LANGUAGE: Any student in the Wagoner Public School District with English as a second language may contact the school district as needed in regard to policy or assistance.

TRANSFERS FROM OTHER SCHOOLS: Students who do not live in the Wagoner School District may be transferred from the district in which they live, providing the transfer is allowed by the guidelines set forth by the receiving school district. Transfer applications may be obtained from the Superintendent’s office. A transfer may be denied based on a full program at WPS, or a student not in good standing with the sending district. Transfer students who become a **discipline problem, choose to not put forth sufficient effort to successfully complete the academic requirements in their classes, and / or demonstrate poor attendance** may have their transfer revoked at **any time**.

WORK PERMITS: House Bill 1590 effective September 1, 1991, changed the issuing authority for employment certificate from County Superintendent to the principal, headmaster or equivalent administrative officer of the school the child attends.

HOMEBOUND STUDENTS: Should a student be hospitalized, incapacitated, or ill for an extended period of time, parents are advised to contact the counselor's office for information about placing the student on a homebound study program.

REPORT TO PARENTS: Students will receive a report every six-week period. Parents are encouraged to review their child's report and contact the school for a conference with the respective teacher(s) with any questions that they may have.

PARENT / GUARDIAN EXPECTATIONS: Parent/guardian is expected to provide current home and work phone numbers as well as current mailing address. Parent/guardian should notify the school in a timely manner if any change in phone numbers or mailing addresses occurs during the school year.

DIRECTORY INFORMATION: Wagoner High School proposes to designate the following identifiable information contained in a student's educational record as "**directory information**", and it will disclose that information without prior written consent. **Student's name, names of parents, date of birth, grade level, addresses, phone number, extracurricular participation, achievement awards or honors, student's weight and height if a member of an athletic team, student's photograph, school or school district the student attended before he/she enrolled in the Wagoner School District. Parents must advise the school district within two weeks in writing if they refuse to permit the district to disclose this "directory information." Parents should immediately inform the High School when this information changes.**

SCHOOL PROPERTY: Students should take pride in helping to keep our equipment, buildings and grounds in as good/attractive condition as possible. Students and their parents will be held financially responsible for willful destruction or abuse of school **including altering computer settings or deleting files**. Take pride in your school and report abuse to proper authorities. Students are allowed to use textbooks, library books, and other educational materials free of charge. **Students and parents are responsible for any damage or loss of materials issued to them.**

WEAPONS-FREE SCHOOL: Any student at Wagoner High School who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation will be removed from school for **NOT LESS than one calendar year**.

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

Such firearms or weapons will be confiscated and surrendered only to the appropriate legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education in the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teaches any weapon as defined below:

“ . . . any pistol, revolver, 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 any other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, or metal knuckles, or any other offensive weapon.”

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

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

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

Reference: 18 U.S.C. 921 21 O.S. 1280

WAGONER HIGH SCHOOL “NO TOLERANCE” DRUG POLICY: Wagoner Public Schools has a zero tolerance for student or employee possession, use, or sale of illegal drugs, inhalants, alcohol, synthetic drugs, or tobacco on any campus or at any activity held under the auspices of the school district. To help insure a drug, alcohol, and tobacco free school environment for Wagoner Public School students, random, periodic inspections of school lockers, classrooms, buildings, and school parking lots by school officials, accompanied by law enforcement officials with certified “drug-sniffing” dogs, may be conducted each school year. Upon any occasion that a student is found to be in possession of, under the influence of, or selling illegal substances or alcohol (any controlled or dangerous), the student and any confiscated materials will be given into the custody of state law enforcement officials. Upon such occasions, parents or guardians of the student will be notified in accordance with Oklahoma Statutes. Violation of the law related to the use of possession of tobacco will be subject to the provisions of Oklahoma Alcoholic Beverage Laws Enforcement Commission. **All students who participate in extracurricular activities must be drug tested** initially and then subject to random drug testing, occurring throughout the school year.

DELIVERIES TO STUDENTS: Deliveries will be allowed to WHS, but must be checked in to the office.

Outside food and beverage deliveries will not be allowed at any time. This includes parents pulling up in front of the school and dropping off food to their child. Exceptions to this policy will be made by the building principal and only on a case by case basis.

TELEPHONE USAGE: The telephone in the office is for school business and only in an emergency

will students be allowed to use it. We will only take and deliver emergency messages from parents/guardians. Students are not to use the phone during class time.

DRIVERS PERMIT LETTERS: Students must have passed the eighth grade reading test and be enrolled in or have previously taken Drivers' Education in order to receive the letter from the counselors' office that is required by the Drivers' Examination center. Students must make their request for these letters a minimum of **three (3) days before** he/she plan on taking the permit test.

WAGONER PUBLIC SCHOOLS SPECIAL EDUCATION SERVICES: All children have the right to a free and appropriate education. This is mandated by IDEA. This Federal Law provides for all handicapped children from birth to age 21 and may include such handicapping conditions as:

- Learning Disabilities
- Intellectual Disabilities
- Hearing Impairments
- Physical Disabilities
- Emotional Disturbances
- Visual Disabilities
- Speech or Language Disabilities

We want to help! The Wagoner Public Schools Special Services Department is interested in finding and assisting these children.

We provide: Testing Counseling Parent Education

We can help! If you have or know of a child or young person who could use our services please contact:

Tammy McDaris Director of Special Services 485-4046 ext. 2008

TITLE IX

Coordinator: Dale Condict

Address: Wagoner Public Schools
Administrative Office 707 N. Story Ave
Wagoner, OK 74467
Phone: (918) 485-4518

Wagoner Schools does not discriminate on the basis of sex in admission to or employment in its education programs or activities.

Any inquiries to recipients concerning the application of Title IX and its implementing of regulations may be referred to, Title IX Coordinator or to the Office of Civil Rights.

ASSEMBLE AND DEMONSTRATE: Prior approval must be obtained from the principal twenty-four (24) hours in advance of the meeting. The time and place of the meeting shall be determined by the principal. Demonstrations must be conducted in such a manner as not to interrupt, distract, or disrupt the school's academic or activity programs.

DISTRIBUTION OF PRINTED MATERIAL: Current judicial decisions hold that students have a constitutional right to distribute written materials in school facilities, subject to reasonable regulation by school authorities of the time, place, and manner of distribution and subject to certain restrictions concerning the content of the material. Any distribution of printed material is subject to approval by the principal. A copy of these restrictions is maintained in the principal's office.

**WAGONER PUBLIC SCHOOLS
STUDENT ORGANIZATIONS: SPONSORSHIP AND EQUAL
ACCESS FOR LIMITED STUDENT FORUMS POLICY**

The board of education is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise benefit students and that district policies should further students' opportunities for participation. In allowing and furthering student activities and organizations, the board is mindful of the dictates of the United States Constitution and the federal Equal Access Act. This policy is adopted to implement these goals.

School-Sponsored Student Organizations

1. The district may sponsor student organizations that the board determines are in furtherance of and consistent with the educational objectives of the district and directly related to the district's curriculum ("school-sponsored student organizations").
2. An organization shall be considered to be directly related to the district's curriculum if it is: (1) an extension, expansion, or application of material taught in a class; or (2) part of or an adjunct to student government, carrying out special projects or responsibilities.
3. School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.
4. Application for district sponsorship shall be made by the proposed faculty sponsor and at least 20 students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure and provisions of a constitution or other document setting out organizational purpose and structure, subject to

approval by the superintendent.

5. After the proposed organization and its constitution have received preliminary approval from the superintendent, the board shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and, if requested, on an opinion rendered by the district's legal counsel that the proposed organization meets the standards of this policy.

Independent Student-Organized Groups

6. The senior high schools of this district shall make facilities available for meetings of independent student-organized groups (that is, student groups that are not officially sponsored by the district as stated in sections 1-5 above) subject to the following provisions. It is the district's intent to create a limited open forum under the federal Equal Access Act for independent student-organized groups pursuant to this policy.
7. Meetings of independent student-organized groups may be held only during non-instructional time, including before or after school, during lunch hour (if there are no classes being conducted during the lunch hour) or other non-instructional time. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.
8. All meetings shall be student-initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.
9. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school, or interrupts the educational process of any student(s).
10. An adult monitor, who may or may not be a school employee, shall be present at all meetings. The school employee shall be present only in the capacity of monitor and may not participate in any form or fashion in the meeting.
11. Independent student-organized groups may invite outside speakers to their meetings, but no non-school persons may direct, control, conduct, or regularly attend meetings.
12. If students wish to meet in independent student-organized groups under this policy, they must file a request to meet with the building principal that lists: 1) the room in which they wish to meet and the time during which they will meet; 2) the name of one student who will serve as the contact between the group and school authorities; and 3) the monitor who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of his or her approval or, if it does not meet the requirements of this policy, the reasons for disapproval, within two days of receipt of the request to meet. Once permitted to do so, an independent student-organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.
13. In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However,

in assigning meeting rooms the school may consider the number of persons expected to attend and the needs of the organization.

14. Meetings of independent student-organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items.
15. It is understood that participation in and the content and purposes of independent student-organized group meetings are neither approved nor disapproved by the district. The district is neutral as to the content of these meetings in that the district does not direct or control the student-organized group.

Notice Regarding Student Organizations and Parental Right to Withhold Permission to Participate

16. The district shall provide annual notice to parents and guardians about school-sponsored student organizations in the student handbook and on the district's website. The notice shall include at least a list of the names of the clubs or organizations; their individual missions or purposes; and the names of the faculty advisors.
17. If school-sponsored student organizations are created or formed after the annual notice is distributed, the district shall send supplemental notice through the district's website or by any other means it deems appropriate. Like the annual notice, the supplemental notice shall specify at least the name of the organization, its mission or purpose and the name of its faculty advisor.
18. Parents and guardians may notify the district that they are withholding permission for their student to join or participate in one or more extracurricular school-sponsored student organizations. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction.
19. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld their permission. Parents and guardians are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.
20. Nothing in this policy prevents a club or organization from meeting when a student who is not authorized to participate is present.
21. The district may, but is not required to provide annual (or supplemental) notice to parents and guardians about independent student-organized groups, as they are not groups directed or controlled by the district. If notice of such groups is provided, the notice shall indicate that the group is an independent student-organized group.

School Sponsored Class and Clubs are as follows:

Jr. Class
Freshman Class
Mass Communications
Art Club
Yearbook
Band
National Honor Society
Academic Team
Outdoor Education Club
Page Turners
Cheerleading
Mu Alpha Theta
Students Working Against Tobacco
Business Professionals of America
Future Farmers of America
Family Career and Community Leaders of America
Spanish Club
Sophomore Class
Science Club
Drama
Student Council
Sr. Class
Robotics Club

VISITORS: For student safety, any and all visitors must report to the office immediately upon arrival, sign in, present photo ID, and obtain a visitor's pass. Student visitors are at the principal's discretion. Parents are invited to call or come to the school office to discuss any problem or offer suggestions that relate to the education of their child.

INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT

ACTIVITIES: It is the policy of the Wagoner Board of Education that ALL visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

The Superintendent of Schools or anyone designated by the Superintendent or the Board of Education to maintain order in the School District shall have the authority and power to direct any person to leave the premises of a school function.

- ✓ Interferes with the peaceful conduct of activities on School District property;
- ✓ Commits an act that interferes with the peaceful activities on School District property;
- ✓ Enters School District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on School District property.

For purposes of this policy, the term "interferes with the peaceful conduct" includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity occurring on school property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the School District; or direct interference with administration, maintenance or security or property belonging to the School District. Any person to whom this policy applies, who fails

to leave the premises as directed or returns within six (6) months thereafter without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

The Superintendent or principal of any school shall have the authority to order any person out of the school building and off the property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or premises at school function after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment. Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

SCHOOL VISITORS (GRIEVANCE/APPEAL PROCESS): Any person (not students) who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the Board of Education by their receipt of a copy of this policy.

Filing a Grievance or Appeal: Within five (5) working days of being directed to leave the premises, the individual (“complainant”) may request a hearing before the Board of Education regarding their removal from school premises. The request shall be submitted in writing to the Superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived. Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for the hearing before the board of education.

Hearing: The hearing shall be conducted by the Board of Education. The administration shall present each of the Board members with a copy of the written summary provided the complainant; the complainant shall present each of the board members with a written response to the administration’s paperwork; Members of the Board of Education shall be afforded the opportunity to ask questions related to the summary and response; The Board of Education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to the complainant. The decision of the Board of Education shall be final and cannot be appealed.

STUDENT BEHAVIOR

STUDENT BEHAVIOR: The Board of Education is deeply interested in creating a learning atmosphere in all its schools. The Board is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school-learning atmosphere includes maintenance of order that permits students to pursue their education free from distractions. The maintenance of order necessitates regulations relating to school discipline.

UNACCEPTABLE BEHAVIOR: The following are specific examples of, but not limited to, unacceptable behavior that are subject to disciplinary action, including, but not limited to, suspension, or expulsion from school. Defiance of authority, assault (on a student or school personnel), creating a disturbance, excessive tardies, public display of affection (PDA), dress code violations, laser pointers, truancy, willful disobedience, profanity, vulgarity, disrespect or damage to school property, possession or use of (any dangerous or annoying instrument, including but not limited to, lighters, knives, razors, fireworks, explosives, firearms, drug paraphernalia, or other weapons used for assault (refer to School Policy FNCGA), stealing or extortion, any violation of state, federal, or local law or ordinance occurring on school property, distribution of any printed material in violation of the Student Code. **No petitions, signing petitions will result in disciplinary action, to include suspension.**

BULLYING AND HARASSMENT: It is the policy of this district that bullying or harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect at any time students are under the supervision of school officials, including times when 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's students.

Bullying and harassment are terms indicating:

- ✓ Intimidation, or abuse, by unwanted physical contact;
- ✓ The creation of by whatever means of a climate of hostility or conditions resulting in intimidation;
- ✓ Such a manner as to be commonly understood to convey hatred, contempt, or prejudice;

- ✓ Acts, or comments, that are insulting, humiliating, demeaning, or stigmatizing to another person;
- ✓ Any other act, verbal or physical or otherwise, which is interpreted by school officials as bullying or harassment;
- ✓ This would include similar behavior utilizing any electronic medium and / or social media avenues.

Acts of bullying and/or harassment may be (but are not limited to) those committed on a basis of race, sex, creed, color, national origin, religion, gender, marital status, or disability. The principal or his designee will investigate reported allegations of bullying or harassment and will take appropriate action. The Principal or his designee will take the steps necessary to protect the confidentiality of those involved in the complaint process, and initiate appropriate corrective action to change the conditions of behaviors that are related to the incidents of bullying or harassment. Action will be taken to prevent the recurrence of the incident(s), which may include the suspension of students and changes to the student dress code as determined necessary by the school principals.

Wagoner High School
Online Code of Conduct

Online Code of Conduct

The following guidelines apply to Virtual classes, Google Meets, Virtual/Zoom meetings, and any other avenue of online communication and/or learning environment.

Safe Online Environment

Participants in Wagoner High School's online programs and services have the right to express themselves. However, participants are expected to treat each other—as well as teachers, leaders, peers, and administrators of online communities—with courtesy and respect. Offensive or inappropriate language is not to be used in any form of communication. Participants are certainly allowed to disagree with each other and be critical, but must do so in a civil manner.

Harassment and discrimination are illegal and express disrespect and abuse of authority, as well as undermine relationships and interfere with learning and productive work. Wagoner High School prohibits any form of harassment based on race, color, religion, national or ethnic origin, sexual orientation, age, disability, or gender that has the purpose or effect of substantially interfering with a participant or staff member's ability to participate in or monitor program activities, or which creates an intimidating, hostile, or offensive environment.

Wagoner High School Standards

Examples of **POSITIVE WAYS** to help maintain and build a safe online community include:

- Listening and learning, and being respectful of differing opinions, viewpoints, and experiences
- Respecting the online space for the intended learning, engagement, and experience objectives for all attendees/participants
- Giving and accepting constructive feedback, when applicable
- Demonstrating empathy and kindness toward other people
- Accepting responsibility and apologizing to those affected by our mistakes, and learning from the experience

Examples of **UNACCEPTABLE** behavior include:

- The use of sexualized language or imagery and sexual attention or advances of any kind
- The possession and/or use of any alcoholic beverages, tobacco, illicit drugs, or narcotics displayed in an online community
- Trolling, insulting or derogatory comments, and personal or political attacks
- Public or private harassment, or bullying
- Publishing others' private information, such as a physical or email address, or photos without their explicit permission

- Other conduct which could reasonably be considered inappropriate in an educational and/or professional setting including the use of inappropriate screen names or usernames.

Enforcement Responsibilities

Wagoner High School takes responsibility for enforcing standards of acceptable behavior and will take appropriate and fair corrective action in response to any behavior that it deems inappropriate, threatening, offensive, or harmful.

Wagoner High School has the right and responsibility to remove, edit, or reject comments, and other contributions within the online spaces of Wagoner High School that are not aligned to this Online Code of Conduct, and will communicate reasons for moderator moderation decisions when appropriate.

Wagoner High School will follow the below Enforcement Guidelines in determining the consequences for any action it deems in violation of this Online Code of Conduct. A violation of any of these policies and/or guidelines could result in a participant or a group (e.g. a school's chapter or council) being banned from online community activities, including virtual conferences, future webinars/web meetings, and online communities and groups, if applicable.

Scope

This Online Code of Conduct applies within all community spaces and also applies when an individual is officially representing the community in public spaces. Examples of representing our community include using an official email address, posting via an official social media account, or acting as an appointed representative at an online event.

Reporting Unacceptable Behavior/Enforcement

Instances of abusive, harassing, or otherwise unacceptable behavior may be reported to the community leaders responsible for enforcement via email at dparrish@wagonerps.org, All complaints will be reviewed and investigated promptly and fairly.

Enforcement Guidelines

Any instance of unacceptable behavior will be investigated and consequences will be handed out according to Wagoner High School's discipline plan.

Wagoner High School Guidelines for Content Presentation and Sharing

Intellectual Property Rights

You should only share content within the Wagoner High School virtual spaces that you own, or that you are otherwise authorized to share. If you share content within the Wagoner High School virtual spaces that you do not own or otherwise do not have the rights to share, you may be infringing another person's intellectual property rights. This includes any third party content included in your content, derivative creations, or performances of others' copyrighted content. We encourage you to assess your content for adherence to applicable intellectual property laws and the proper application of principles such as fair use, and to secure all appropriate rights needed, before sharing your content within the Wagoner High School virtual spaces.

Any unauthorized content you share within the Wagoner High School virtual spaces may be subject to a takedown by the rights holder(s) to remove the infringing content, and is a violation of our Terms of Service and Community Guidelines. Multiple violations of our policies may lead to a permanent suspension of your account.

Examples of content you cannot share within the Wagoner High School virtual spaces without permission from the copyright owners or other authorization include:

- Sharing other creators' content
- Sharing content from other sites
- Showing movies, television shows, or sports matches
- Playing music you do not own or do not have the rights to share

Spams, Scams, and Other Malicious Content

Any content or activity that disrupts, interrupts, harms, or otherwise violates the integrity set within the Wagoner High School virtual spaces or disrupts another user's experience or devices is prohibited. Such activity includes:

- Posting large amounts of repetitive, unwanted messages or user reports.
- Distributing unauthorized advertisements
- Phishing
- Defrauding others
- Spreading malware or viruses
- Misinformation or Misleading information
- Selling or sharing user accounts
- Defrauding, or attempting to deface, website pages (such as uploading inappropriate or malicious content)

DISCIPLINE: The school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in attaining these norms. Further, when the behavior of an individual student comes into conflict with the rights of others, disruption of public order, or is immoral (by accepted standards of this community), corrective actions are necessary for the benefit of the individual and school. The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such student while the student is in attendance or in transit to or from the school or while participating in any school function authorized by the school district. All students shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following office level Corrective Behavior Plan will be utilized:

WAGONER HIGH SCHOOL CORRECTIVE BEHAVIOR PLAN

This plan was developed with the intent of providing parents and students a sequential corrective behavior plan that will be implemented this school year. It will go into effect when a student has been sent to the office. Please read the following steps. If you have any questions, please contact the high school administration.

Step 1 - *Intervention (INT) 2 Days (implemented in the Intervention Room).

Step 2 - *Intervention (INT) 4 Days (implemented in the Intervention Room).

Step 3 - *Intervention (INT) 8 Days (implemented in the Intervention Room).

Step 4 - Out of School Suspension (OSS) 2 Days

Step 5 - Out of School Suspension (OSS) 4 Days

Step 6 - Out of School Suspension (OSS) 8 Days

Step 7 - Out of School Suspension (OSS) Greater than 10 Days (Length of time determined by severity of infraction).

****Intervention Class Procedures:***

- ***Parent(s) of Students must provide transportation to INT Class.***
- ***INT Class will begin at 7:40 am and end at 3:45 pm.***
- ***Students in INT are not permitted to loiter on campus.***
- ***Extra-Curricular restrictions apply to In-School Suspension Steps. INT students are able to participate in extracurricular practice, but will not participate in any formal game or contest until INT consequence is completely served.***

Students will demonstrate appropriate behavior skills before returning to original class.

The following consequences may be used at the discretion of the administration: (1) **Verbal Warning** - used at the discretion of the Principal or Vice Principal for isolated incidents – not used if the student is sent as part of a sequence of classroom disciplinary steps unless requested by the teacher; (2) **INT Time-Out** lasting a school day or less, And/or (3) **Peer-Conflict Resolution Conference**.

Additional Information

1. ***Emergency Clause: The administrator has the discretion to move a student directly to a particular step according to the severity or frequency of misconduct.***
2. ***The administrator can substitute Intervention (INT) for equal time in Saturday School. Parents of students in Saturday School must provide transportation and lunch.***
3. ***If parents do not agree with a form of corrective action, they may choose to avoid that step and move to the next level (step). However, the student cannot move backward to a previous step by parental request.***
4. ***The administrator may choose to create and implement an individualized student discipline plan targeting specific behaviors.***
5. ***Each student has the opportunity to move backward in the step sequence if he/she has not been sent to the office for a period of four weeks. Each four week period would move the student back one step until he/she reached step zero.***
6. ***Students moving directly to the more severe steps for misbehavior, (See Emergency Clause), would not proceed further down the step sequence unless another severe misbehavior followed. Otherwise, the severe infraction would just be counted as the next step in the sequence the student was on prior to the severe infraction incident.***

Classroom Disciplinary Steps:

1. Verbal Warning
2. Corrective Action- Lunch Detention-phone call or email
3. 1 hour after-school detention-phone call or email
4. Office Referral-Start of Discipline Steps

This handbook is an extension of Board Policy, and is not intended to limit the effects of comprehensive Board of Education Policies.

FIGHTING: Fighting will not be tolerated in any way at Wagoner High School. Students involved in fighting will receive one of the following Discipline Procedures: INT, OSS, or any other discipline deemed appropriate by the site administrator. When appropriate the Wagoner Police Department will be contacted and discipline according to city ordinance may be applied.

DETENTION: Detention will be utilized as a classroom consequence. Detention times are during lunch on Tuesdays and Thursdays and after school Tuesday through Thursday from 3:50 to 4:50 pm. The specific dates of attendance of students assigned to detention will be made by the teacher or principal. Students must report to the assigned place on time, with adequate school materials to work on, and remain silent and seated for the duration of the study period.

INTERVENTION (INT): The goal of INT is to modify unacceptable behavior and reduce out-of-school suspension. The Principal and Assistant Principal are responsible for the assignment of students to the program. Parents will be notified of their child's assignment to INT and requested to discuss and assist in resolving the matter. **Students assigned to INT will NOT be provided transportation to school.** Upon arriving at school INT students must report DIRECTLY to INT and likewise when departing, must do so without roaming the campus. Students will be provided individualized assignments from their teachers. They are expected to hand in the completed work to the INT supervisor. The student will return completed assignments to their teacher at the end of the INT sentence. Students must complete all assignments in a timely manner. Students assigned to INT may, upon completion of course work assignments, be required to participate in daily school services (work) program under the direct supervision of school personnel. Length of time in INT will be assigned upon agreement between building Administrator and INT Administrator. **INT students will not** be allowed to participate in any contests.

SUSPENSION OF STUDENTS (Refer to Wagoner BOE policy FOD and FOD-R): Students suspended out-of-school who are on an individualized educational plan pursuant to IDEA, P.L. #101-476, shall be provided the education and related services in accordance with the student's IEP. Any student who has been removed from a public school in Oklahoma or any other state for such act, will not be enrolled in the school district until such time as that student no longer poses a threat to self, others students, or faculty. **A student who has been suspended for a violent offense directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher and the principal.**

SHORT-TERM SUSPENSION: A student may be temporarily suspended, which shall be defined as exclusion from classroom instruction not to exceed ten (10) school days, by the building principal or the principal's designated representative under the procedure hereinafter set forth. Short-term suspensions cannot be appealed.

LONG-TERM SUSPENSION: A suspension in excess of ten (10) days is classified as long-term suspensions. Students suspended for periods greater than ten (10) days will be provided the right to appeal such suspension to the **Suspension Appeals Committee**. Notice of this request must be submitted in writing to the principal within three (3) school days of the suspension. If the student/parent(s) do not agree with the decision of the Suspension Appeals Committee an appeal may be made to the Superintendent. Notice of this request must be submitted in writing to the Superintendent within three (3) days of notification of the Appeals Committee's decision. If the student/parent(s) do not agree with the decision of the Superintendent, an appeal must be submitted to the Board of Education. Notice of this request for appeal must be submitted to the Superintendent within five (5) days of the receipt of the Superintendent's decision. **The decision of the Board of Education is final and cannot be appealed.**

EDUCATIONAL PLAN FOR SUSPENDED STUDENTS: Short-term suspension: All assignments missed during short-term suspension must be requested of the teachers by the student hourly upon his/her first day back from suspension. Work is due back daily in accordance with the number of days missed. **Long-term suspension:** The student's parents are responsible for picking up the work from the school. The student's work from "core" classes (English, Math, Science, Social Studies), is all that is to be provided. Assignments must be picked up at the end of the day on Mondays and returned completed on Fridays. The intent of this educational plan is to be continuous throughout the time of suspension, but after the first week, the work must be returned completed to receive additional work. **If the student hands in no work in a subject two (2) weeks in a row, he/she is dropped from the educational plan.** The student may receive instructional help by arranging a conference with the teacher. This conference will be arranged by the principal upon parent request. **Suspended students are not allowed on school property, or in attendance at any school- sponsored activities without prior administrative approval. This rule will be strictly enforced.**

DUE PROCESS: Upon it being brought to the attention of the allegedly committed certain acts in violation of the Student Code, a conference will be held between the student and principal or his/her representative. At this conference the student shall be informed of the specific area of the Student Code which he is accused of violating, and further, he must be advised specifically what he is accused of doing and what the basis of the accusation is. In the event the student denies these charges, he shall be given an explanation of the evidence the school authorities have and shall be given the opportunity to present any information or explanation concerning the charges brought against him. After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal or his representative shall have the authority to administer a temporary suspension, taking into consideration the severity of the violation, up to a maximum of ten (10) days. The conference shall be held in such a manner as to assure that the determination made has been made fairly and impartially. The senior high student, the principal or his/her representative, shall make a reasonable effort to contact the parent(s) by telephone, stating the specific act(s) for which the temporary suspension was ordered and the length of the suspension. The parent(s) should be invited to discuss the reasons for the suspension, this should be done at the time of the suspension. If the parent(s) cannot be contacted by

telephone, then the principal or his/her representative should mail a notice setting forth the above information and encouraging the parent(s) to contact the principal to discuss the matter.

STUDENT GRIEVANCES: The Wagoner Board of Education defines student grievance as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following practices: (1) a school rule is unfair, (2) a school rule or regulation discriminates between students, or (3) an unfair procedure has been used in arriving at a punishment. Grievances are processed through three (3) steps as set forth below. On all three levels, an informal conference is to be held within five (5) days of the date of filing the complaint. No complaint shall consume more than 15 days' time. The burden of proof is on the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been practiced. The final resolution of the grievance will be in writing at the third level and designated to provide the student with a basis for resolution of the problem as originally stated in the complaint.

If a student has a grievance, it will be presented in writing in the following order:

Level I: The school counselor will be scheduled for an informal discussion of the grievance. It is expected that many grievances will be within five (5) school days of filing.

Level II: If the student is not satisfied with the resolution made at level one, an appeal may be made to the assistant principal for an informal conference and discussion of the grievance. The conference must be held within five (5) school days of the date of the appeal.

Level III: If the student is not satisfied with the resolution made at level 2 an appeal may be made to the principal for an informal conference and discussion of the grievance. The conference must be held within five (5) school days of the date of the appeal. The decision at this level is binding and cannot be appealed unless the principal so indicates.

In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting students, short of having to engage in disruptive behavior in order to be noticed, to have a grievance addressed.

HEALTH

THE BOARD OF EDUCATION DOES NOT ASSUME RESPONSIBILITY FOR PAYMENT OF HOSPITAL, AMBULANCE, OR DOCTOR FEES.

SCHOOL HEALTH POLICIES: Oklahoma Immunization Law states that parents of a minor child, kindergarten through 12th grade present certification that their child is adequately immunized before initial admission into a public, parochial, or private school in the State of Oklahoma. Oklahoma law

requires all school children must have received or be in the process of receiving immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, and rubella, or be determined as likely to be immune as a result of an exposure to a disease. To comply with the above stated law you will need to present an immunization card signed by a physician to the Health Department before your child is enrolled in school.

IMMUNIZATION REQUIREMENTS: Oklahoma’s School Immunization Law does allow exemptions to immunization based on medical, religious, or personal objections. If a parent chooses to exempt his/her child, that parent must fill out an Oklahoma State Department of Health Exemption Form. Students in grades nine through twelve must have documentation on file to support immunization in the following area:

- A. 3 DTP/Td
- B. 3 OPV
- C. 2 MMR
- D. 3 Hep B
- E. 2 Hep A

CARE OF STUDENTS IN CASE OF ILLNESS: In case of sudden illness or if an accident resulting in injury occurs at the school, the student is cared for as well as possible. The school is responsible for administering first aid as prescribed by the School Health Department. The principal, teacher, secretary, or other employee will notify the parent or guardian. Every effort will be made to carry out such notification. Any student who is injured or becomes ill at school will be kept under observation and control of school personnel until the parent or another properly designated person takes charge of the student. No student will be released from school upon their own request. If a severe emergency develops, the student will be sent to the emergency room at one of the local clinics or the hospital.

ADMINISTRATION OF INTERNAL MEDICINE: All prescription medicine must be checked in to the high school office. The medicine should be brought in the container it was placed in at the pharmacy. Designated school personnel will administer. Parents must fill out and sign the permission page. Students with health conditions that require urgent usage of an inhaler will be permitted to use their inhaler as prescribed. Please ensure that documentation of such is included in your child’s medical information and appropriate medication sheet is filled out and left in the office.

INSURANCE: Wagoner High School does not provide accident insurance for students. Optional student accident insurance is available through an independent agency.

TRANSPORTATION

TRANSPORTATION: The Wagoner Public Schools’ Board of Education has established that *riding a bus is a privilege*, not a right. Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe ridership is **NOT** tolerated. Note: Bus riders are subject to being video-taped while on the school bus.

BUS REGULATIONS FOR STUDENTS:

BUS RIDERS RULES AND REGULATIONS

SAFETY AND BEHAVIOR CODE

Bus riding is a privilege. Privileges for students to ride a bus are conditional on his/her good behavior and observance of the rules listed below. Students should abide by their STUDENT HANDBOOK rules while on the bus or at the bus stop. All buses may be videotaped at any time. Failure to follow any of the bus rules will result in disciplinary action as listed below. All students will obey directions given by the bus driver.

Rules:

1. Students must be outside waiting at the designated bus stop prior to the scheduled stop time, regardless of weather conditions. Students should dress appropriately. The bus will stop only at designated stops and only if children are visible.
2. Respect people and their property while riding and waiting on the bus. Students must receive proper school official authorization to be discharged at places other than the regular bus stop.
3. Students will sit facing forward, backs against the seat back, feet on the floor and out of the aisle. Students should never be out of their seats while the bus is moving. Drivers have the authority to assign seats.
4. Keep all body parts inside the bus at all times.
5. All food, drinks, candy and gum will not be consumed on the bus. These items must be stored in student's book bags, backpack or lunchbox.
6. Courtesy transportation will not be allowed: I.E. daycare, scouts, dance, gymnastics, etc. Bus rider guests must have approval from the Principal's office and is contingent upon available space on the bus.
7. All riders are responsible to assist in keeping the bus safe and clean at all times by picking up around their seat. All trash must be placed in the trashcan before entering or exiting the bus. Students should never open emergency doors or windows, unless directed to do so by the driver or if an emergency warrants.
8. Flowers, balloons, show and tell items and science projects must be transported by private vehicle. Unless prior approval by the bus driver.
9. No articles are allowed aboard the buses that are injurious or objectionable in nature. Only items that can be stored in students' laps or between their feet on the floor in front of them will be allowed on the bus. Items cannot be stored in the aisle or in the area around the bus driver. This includes personal athletic equipment and band instruments. Skateboards will not be transported on buses.
10. Mischief is prohibited. Remember loud talking, screaming & loud noises can divert the driver's attention and may result in a serious accident. Students should be silent at railroad crossings.
11. Any destruction of school property is a criminal act. Please treat the buses with respect. Any damage to school property will be paid for by the offenders and or their parents/guardian.
12. Help lookout for safety and comfort of younger/smaller children. Be courteous to fellow students, the bus driver and bus assistants. Students must obey all directions or suggestions from the bus driver.

WPS BUS VIOLATION POLICY

The following are examples of serious misconduct that may result in immediate bus suspension:

Fighting / Hitting / Spitting
Damage to bus property
Profanity / Pornography / Vaping
Bullying / Threatening behavior / Teasing

Throwing any object on or out the bus
Putting any part of the body outside the bus

The Transportation Supervisor will handle all bus conduct reports. Please be aware of the violation policy. Conduct reports are cumulative from the beginning of the school year. This plan will be consistent among all school sites.

- 1ST REPORT Warning / Letter and bus rules to parents
- 2nd REPORT Up to 5 days off all school transportation
- 3rd REPORT Up to 10 days off all school transportation
- 4th REPORT Off all school transportation for as much as a school semester and/or school year.

If a student loses his/her riding privilege, the suspension includes all buses, and the parent/guardian is responsible for the student's transportation. *Please recognize these rules and regulations are for the safety and well-being of all students and your support is necessary to establish and maintain a safe bus/transportation environment.* School bus transportation is the safest means of over-the-road transportation in America. Wagoner Public Schools takes pride in its safety record and in the service it provides.

Transportation Supervisor: Jimmy Butler

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are the following:

- The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.
- Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- Parents or eligible students may ask the **Wagoner School District** to amend a record that they believe to be inaccurate or misleading. The parent should write to the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading.
- If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of the hearing procedures will be provided to the parent or eligible student of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company

with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy compliance Office
U.S. Department of Education 600
Independence Avenue, S.W.
Washington, D.C. 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing,

- sales, or other distribution purposes; and
3. Instructional material used as a part of the educational curriculum.

Wagoner Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wagoner Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

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

PPRA Notice and Consent/Opt-Out for Specific Activities:

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Wagoner Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a survey, analysis, or evaluation that concerns one or more of the following eight areas “protected information surveys”:

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

This requirement also applied to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.