

Wagoner Public Schools



Elementary School Handbook School Year 2020-2021

Ellington Early Childhood Center- 601 SE 6th Wagoner, Ok 74467 Office 918-485-3692 Fax 918-485-5162

William R. Teague Elementary- 700 N Story Wagoner, OK 74467 Office 918-485-2212

Central Intermediate School- 202 N Casaver Wagoner, OK 74467 Office 918-485-9543

On behalf of Wagoner Public Schools we welcome you to our elementary schools. Thank you for helping us make Wagoner Schools GREAT!!



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Board of Education

Brenda Barney-President
Tresa Pitre- Vice-President
Mike Hickman - Clerk
Lakisha Blandon -Member

Superintendent

Randy Harris

Director of Curriculum, Personnel, and Instruction

Nick Humphries

All Wagoner Public School Elementary students are responsible to all rules and regulations in this handbook, as set forth by the Wagoner Board of Education and the Oklahoma State Department of Education. All personnel hired by the Wagoner Board of Education are authorized to enforce these rules and regulations.

The office for Wagoner Public Schools administration is located at
707 N. Story
Wagoner, Ok 74467
Phone: 485-9539 or 485-4046 Fax: 485-8710
Website: www.wagonerps.org

WPS Philosophy

The goal of Wagoner Public Schools is to provide an opportunity for each child to develop his/her full potential as an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to our world.

Statement of Elementary Educational Philosophy

WPS Elementary philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. It is our ultimate goal to supply each student with facts and experiences. These will aid our youth in becoming self-sufficient individuals mentally, physically, socially, and morally so that they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideas, mutual respect and understanding must be present in the learning process on the part of all participants, the faculty, students, and community.

WPS Elementary School Creeds

Ellington Early Childhood Center

I am an important part of Ellington.
I am proactive and in charge of myself.
I begin with the end in mind. I have goals and a plan for myself.
I put first things first. Work, then play.
I think win-win because I care about others.
I try to understand others first, so I listen before I talk.
I synergize because together is better.
I sharpen the saw and take care of myself.
I AM A LEADER!

William R. Teague Elementary

At Teague we are a community of leaders. We recognize honor, and celebrate the leaders within us!

At William R. Teague Elementary we :

Love learning

Excel in all we do

Achieve goals together

Do what is right.

Central Intermediate School

I believe as a student of Central Intermediate School, I am a winner. Each day I will take the challenge to show respect to every person. I believe in being a productive citizen and a life-long learner. On this day, I recognize that yesterday's mistakes are behind me, and today's successes are before me. I believe in practicing the life principles which will make me a leader of tomorrow. THE FUTURE IS MINE!

Ellington Early Childhood Center

601 SE 6th

Wagoner, OK 74467

Office: 918-485-3692

Fax: 918-485-5162

Stephanie Fleming, Principal
Lindsay Brown, Assistant Principal
Kristie Hunphries, Counselor

Dear Parent:

Welcome to Ellington Early Childhood Center! Our teachers are enthusiastic to see your kiddos in our hallways and classrooms! We are looking forward to such an amazing year as we work hand-in-hand with you to provide a learning experience that is safe, loving, and passionate. Our goal is to teach the whole child. We will seek to challenge your children to grow academically, socially, and emotionally. To ensure that every student that graces EECC is successful! Our teachers constantly strive to grow and learn best practices so we can deliver the best instruction possible.

We believe that students are most successful when there is positive communication between home and school. Consistent communication creates the best environment for young children to learn and grow both academically and socially!. If you have questions concerning your child's progress, please feel free to contact your child's teacher or myself.

Enclosed you will find important information for the upcoming school year. Please make certain to read this handbook carefully and refer to it for future reference. We welcome you to participate in all parent activities and to be involved in our school. We look forward to getting to know your family and sharing a wonderful school year with you!

Sincerely,

Stephanie Fleming
Principal
sfleming@wagonerps.org
918-485-2212



William R. Teague Elementary

700 North Story
Wagoner, OK 74467
Office: 918-485-2212
Fax: 918-485-5206

Candace Stine, Principal

Dear Parents,

As principal of William R. Teague, it is my pleasure to welcome you to the 2020-21 school year! We are all excited to have students back in our classrooms and hallways, filling them with energy and enthusiasm for learning. It is our mission to ensure that every child feels safe, welcomed, connected and a part of the William R. Teague school community. We will strive to challenge each student to grow in their academic and social/emotional abilities. To achieve this goal we will use research based best practices and analyze student data to determine current skill levels and to set goals for growth and achievement.

To ensure that we meet our goals we must ensure clear, consistent and positive communication between home and school. If you have questions or concerns regarding your child please feel free to contact your child's teacher or myself. In addition, you will find important information throughout the handbook. Please read it over carefully, if after reading it you have questions contact the school office for clarification and additional information.

I am honored to serve as principal at William R. Teague. It is truly a privilege to be a part of a community where parents, teachers, and students care for each other and work to create positive relationships that promote academic and social growth.

Once again, welcome back! It is going to be a great year to work and learn at WRT!

918-485-2212

Sincerely,

Candace Stine, principal
W.R. Teague
cstine@wagonerps.org



Central Intermediate School

202 North Casaver
Wagoner, Ok 74467
918-485-9543

Suzie Orton, Principal

Nancy Stone, Counselor

Dear Parents,

On behalf of the faculty and staff, it is a pleasure to welcome you to Central Intermediate School for the 2020-2021 school year.

This handbook provides useful and important information. I invite you to read through its contents and use it as a reference for any questions you may have as the school year progresses. After consulting the handbook, if you have further questions, please contact your child's teacher or the school office.

Clear and positive school-to-home communication is important to us. Our goal is to work closely with our families in order to do our part in shaping a well-rounded student and citizen.

This year it is our goal as staff to work together as a team to insure that your child can experience solid academic achievement, create wonderful memories and be in a safe environment. We are looking forward to a great Academic Adventure with all of our CIS students and families!

Adventure Awaits,

Suzie Orton
Principal
Central Intermediate School
sorton@wagonerps.org
(918) 485-9543

Ellington Early Childhood Center

Faculty/Staff/Administration

Administration

Stephanie Fleming- Principal
Lindsay Brown- Assistant Principal
Kristie Humphries- Counselor

Administrative Assistants

Leslie Eidson – Pre K Secretary
Cara Roberts – K-1st Secretary

Resource

Teri Hoffman- Director of Child Services
Amanda Albin- School Nurse
Raquel Reed- SRO

Preschool Teachers

Julie Bacinett, Julie Blankenship, Jennifer Simpson, Angela Weaver, Brenda Zehr

Assistants

Karen Smith, Christina Johnson, Miranda Richardson, Jeannie Herd, Angela Day, April Castro, Linda Hofschulte

Kindergarten Teachers

Lori Casady, Natalie Clark, Jeana Cooper, Keri Ellison, Kory Falwell, Michelle Repp, Vanessa Richey, Katelyn Vinson

First Grade Teachers

MaryKaye Boren, Kenissa Brandenburg, Holly Cagle, Debbie Caughman, Jan Huggins, Jessica Capps, Lea Emmons, Angie Lancaster, Brandi Rhodes

Reading Lab

Randi Kay Charboneau, Joanie Edwards, Melisa Nail, Wanda Tackett

Exploratory

Heather Drake, Linda Spotts- Library, Brandon Carr- P.E., Traci White- Music, Chris Lanning- STEAM, Sandra Rhodes- Computers

Special Education Services and Speech Paths

Cecilia Rigsby- certified faculty, Stephanie Norsworthy- certified faculty, Morgan Thompson- certified faculty,



Shelby Starks- certified faculty, Hannah Harris- SLPA, Valerie Sherman, Glenda Catlett and Stephanie Bayless- paraprofessionals

Cafeteria Staff

Merri Murphy-manager, Tonya Nein, Viviana Rogers, Maria Lumpkins

Custodians: Sandra Applegate and Shonte Mata

William R. Teague Elementary
Faculty/Staff/Administration

Administration

Candace Stine - Principal

Administrative Assistant

Andrea Foster- Secretary

Resource

Teri Hoffman- Director of Child Services

Amanda Albin- School Nurse

Raquel Reed- SRO

Second Grade

LaDonna Henson, Emily Michaels, Audra Garrison, Jennifer Owens, Lori Shaffer, Cindi Scott, Kristin Voyles, Paula Whitman

Third Grade

Denise Baker, Angela Cowen, Shelley Mackey, Shanna Rodriguez, Stacie Schilling, Kristi Wood, Kelli Naylor, Susan Smith

Exploratory Team

Jimmy Lewis- P.E., Tommie Benshoof- Library, Terri Smith- Art, Laura Haddock STEAM, Susan Spradlin -keyboarding

Reading Specialists

Deborah Burgett, Judy Hall

Special Education Services

Certified staff - Janet Stowers, Ira Carrell, Johnny Dobbs

Para-professionals - Cala Lilburn, Robin Smith, Beau Bowman



Speech Pathologist

Jessica Buchanan

Cafeteria Staff

Teresa Boren, Teresa Honeycutt, Lori Kirk

Custodian

Billy Cole

Central Intermediate

FACULTY and STAFF

Suzie Orton- Principal**Nancy Stone- Counselor****Kristen Qualls – Secretary****Teri Hoffman- Dir. Child Services****Fourth Grade Teams**

Alicia Bierman-ELA/Social Studies

Julie Valsaint-Math /Science

Sarah Bright -ELA/Social Studies

Kim Brown-Math/Science

Teresa Hughes-ELA/Social Studies

Denise Brinkley-Math/Science

Kelli Thayer- ELA/Social Studies

Cristal Abel- Math/Science

Fifth Grade Teams

Bobbie Bigby -ELA/Science

Andrea Triggs- Math/Social Studies

Megan Rodriguez-ELA/Social Studies

Brandy Foreman -Math/Science

Linda Murphy- ELA/Social Studies

Brenda Yates- Math/Science

Daniel Foreman-ELA/Social Studies

Ryann Jones- Math/Science

Special Education

Denise Dunn- SPED

Janna Mendenhall -Resource Room

Stacey Berryhill-Para

Exploration

Dante Swanson -P.E.

Abigail Jackson-Library

Gloria Gibson- Native American Art

Chad Soma STEM

Susan Spradlin-Keyboarding

Resource

Rebecca Dorr- Reading Recovery

Neisha Lemure-Speech

Amanda Albin-School Nurse

Raquel Reed -SRO

David Steelmon-BHA

Irvie Orton -Adaptive P.E.



Cafeteria

Kim Chumley- Manager
Amy Thomas
Brenda Crowl

Custodians

Dana Harlow
Rail Thomas

Important Dates

August 25..... First Day of School
October 15-16..... Fall Break
November 23-27..... Thanksgiving Break
December 21-Jan 4..... Winter Break (Students Return on the 7th)
March 15-19..... Spring Break

Daily School Schedule

7:30 a.m. – Doors are opened and breakfast begins at ALL elementary sites. Students should not arrive earlier than 7:30 a.m. or remain on campus later than 4:00 p.m. unless they are participating in a supervised activity.

School **begins** at 7:45 at Ellington, WR Teague and Central Intermediate

School **ends** at 2:45 at Ellington, WR Teague and Central Intermediate

Tardies: Students will be considered tardy after 7:45 a.m. at Ellington, WR Teague and Central Intermediate.

*Our teachers are not required (contractually) to be at school until 7:30 a.m. and can leave at 3:00 p.m.

COVID 19 Precautionary Measures:

Wearing of masks/face coverings will be mandatory in areas where social distancing is not possible and strongly encouraged at other times.

Parents must take their child's temperature prior to coming to school each day.

Sharing of materials will be discouraged. Students needing supplies need to inform their teacher.

All parents and students must read and agree to follow the Bulldog pledge to protect themselves, their peers, and the Wagoner Bulldog community as a whole.



Visitors to Campus

Due to COVID 19 safety measures visitors will not be allowed in the building.

If for some reason you need to drop off/pick-up your child after the start of the school day OR deliver anything (money, snacks, cupcakes etc.) you must call the office and make arrangements ahead of time to accommodate curbside pick-up. We will still require identification and we will run it through safe ID before releasing any student.

Closed Campus

Wagoner BOE policy states that students will not leave the school premises at any time during school hours without permission of the building principal or designee. If the parent/guardian needs an early release of their child due to an appointment or emergency, the parents must clear this with the school office.

Children should not be taken out of school early unless it is an emergency. Checking your child out early results in loss of his/her instruction time as well as disrupts the learning of other students in the classroom. Students cannot leave campus without a parental escort.

Enrollment Guidelines

All new enrollments should go to Wagoner Middle School. Mrs. Terra Sloan is our enrollment clerk. The office contact is 918-485-9541.

Requirements

- Requirements for enrollment into schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Codes". Those include:
 - Kindergarten child must be five (5) years old by September 1st
 - A first grade child must be six (6) years old by September 1st
 - birth certificate or hospital record must be presented at enrollment
 - "No shots, No school" - all students must have current immunization records or an exemption on file with the school
 - Must live within the school district or have a valid transfer from receiving and sending districts.
 - A record of immunization for Pre-kindergarten students over 4 years of age must include the immunizations listed below
 - Pre K students must be four (4) by September 1st

Immunizations

-

Immunization records will be audited periodically and the Oklahoma School Immunization law will be strictly enforced. Any student not in compliance with the school immunization law will be subject to exclusion from school.

GUIDE TO IMMUNIZATION REQUIREMENTS IN OKLAHOMA

CHILDCARE	PRE-SCHOOL	K-12
4 DTaP	4 DTaP	5 DTP/DTaP/Td/Tdap
1-4 PCV		
3 Polio	3 Polio	4 Polio
1 MMR	1 MMR	2MMR
1-4 Hib		
3 Hep B	3 Hep B	3 Hep B
2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella

- Children in daycare must be up-to-date for their age for the vaccines listed
- All measles, mumps and rubella and varicella doses must have been administered on or after the child's first birthday
- If the 4th dose of DTP/DTaP and /or 3rd dose of Polio are administered on or after the child's 4th birthday then the 5th dose of DTP/DTaP and/or 4th dose of Polio are not required
- Hepatitis A vaccine must be administered on or after the child's second birthday
- A parental history of a child having varicella disease is acceptable in lieu of varicella vaccine
- Hib vaccine is not required for students in pre-kindergarten or kindergarten through grade twelve, but is required for children in daycare
- Longer than recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines. It is not necessary to restart the series of any vaccine due to extended time periods between doses
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule
- Oklahoma's School Immunization Law does allow exemptions to immunizations based on medical, religious or personal objections. If a parent chooses to exempt his/her child from any immunizations, that parent must complete an Oklahoma State Department of Health Exemption form

Emergency Contacts

It is very important we have any current work and home/cell phone numbers as well as a current mailing address. Parents/Guardians should notify the school in a timely manner of any changes. The school must have an emergency number in case of injury or sickness. If a parent or emergency contact cannot be reached it may be necessary for us to contact the Department of Human Services and/or local law enforcement authority.

Guidelines for Student Success

Students who attend school regularly learn more and are more successful in school. Parents who make regular



school attendance a priority are also helping their children learn to accept responsibility. Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school career.

Students who do not attend school regularly miss out on carefully planned sequences of instruction. They miss out on active learning experiences and class participation. They miss out on the opportunity to ask questions. They are more likely to fall behind and are more likely to drop out of school all together. Refer to the Attendance Policy later in this handbook.

Attendance Policy

COVID-19 Policy

Students are encouraged to attend in-person instruction as much as possible. Any student who is quarantined or participating at home learning will be expected to turn in 4 Assignments per week (PK-5th) to receive weekly attendance credit, however more assignments may be required by teachers. Therefore, students should fulfill their obligation to turn in all assigned work to receive full academic credit.

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 School will only be allowed to miss seven (7) days per semester. Truancies will be reported to the District Attorney's Office. Each absence will result in a phone call to parents. If the phone number is not in service parents will receive a home visit. After three (3) absences a warning letter will be sent home to the parent/guardian. After the fifth (5) absence the district student resource officer (SRO) will make a home visit and establish a meeting time at the school with the principal. After the sixth (6) a ticket will be issued and after the seventh (7) absence the parent/guardian will be contacted by school officials and a Notice of Non-Attending Student will be sent to the District Attorney's Office and to the parent/guardian. Absences are not excused or unexcused but merely counted. Every effort will be made to avoid such consequences.

Attendance Specific to Pre-Kindergarten

As previously stated Oklahoma State Law requires that students be in attendance 90% of school hours. Pre K students shall be dismissed from the program if this attendance requirement is not met.

Wagoner Public Schools does not accept Pre K students after October 1st of the current school year.

Enrollment for Pre K is at the discretion of school administration.

Students who are not properly toilet trained will not be allowed to attend the Wagoner Public Schools Pre K program. Once again, this determination will be made by the school administration.

Tardies/Early Outs

The Wagoner Board of Education believes that punctuality to assigned duties should be learned as early as possible. Students who are tardy or need to leave school (early out) must sign in/out through the office. No student will be released without parent/guardian permission.

Students are tardy if they are not in the appropriate place when the tardy bell rings. There are no excused or

unexcused tardies, these are just counted. A total of three (3) tardies or three (3) early outs or a combination of, is equal to one-half day absence from school. There are no excused or unexcused tardies, they are simply recorded as tardies.

Changing Daily Routine

All transportation changes should be done through the office. We must document every change thoroughly to help prevent mistakes/miscommunications. Changes can only be made by the custodial parent/guardian. PLEASE CALL BEFORE 1:00 P.M. TO MAKE CHANGES. We cannot guarantee changes will be properly executed if the change order comes late in the day. Please also notify the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will be instructed to follow his/her regular method of getting home. If you need to pick up your child early for an appointment, do so BEFORE 2:00p.m. It is important you finalize pick-up arrangements first thing in the morning or call BEFORE 1:00 p.m. Any transportation changes made after 1:00 may be difficult to process due to the high volume of traffic and mobilization of our students.

Please reserve changes for emergency situations only.

Inclement Weather

Wagoner Public Schools may close to ensure students' safety when severe weather creates hazardous conditions. The superintendent, or his designee, will make an announcement through WPS SchoolCast Messenger. If you do not receive a phone call, it is your responsibility to monitor announcements on locally broadcast channels; 2, 6, and 8. Please check the appropriate social media outlets for this type of information as well.

Truancy

All students will be considered truant when they leave school without permission from the office, or if they remain away from school without the knowledge and consent of their parent/guardian. In our younger students truancy is the responsibility of the parent/guardian. Please get your student to school in a consistent and timely manner. Truancy is just cause for definite action to be taken by school officials in order to protect the welfare of the student and school as well as stay within the guidelines of the Oklahoma Statutes regarding school attendance.

Reasons NOT to Attend School

We would like students to attend school each day but this is not always possible. Please make sure your child gets an adequate amount of sleep each night. Children should be kept home from school for the following:

- ANY COVID symptoms
- Fever over 100 degrees: child must be fever free for 24 hours
- Vomiting and/or diarrhea; must be free from these for 24 hours
- Severe cough and/or severe sore throat
- Red, irritated, matted eyes
- Rash of unknown origin

***You will be contacted to pick up your child if they are present with any of the above symptoms. They will**

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be required to wear a face covering and be placed in the isolation room until your arrival. Please make sure we have up to date contact information on file.

Withdrawal of Students

If you are moving or withdrawing your child from school, please call or come by the office to complete the withdrawal form. Your cooperation is always greatly appreciated. Records cannot be given as they must be sent electronically to the receiving school; this is Oklahoma Law. Also know that all Oklahoma schools are tied to one electronic system so diligence in withdrawing/enrolling your student is a vital responsibility of parent/guardian. This could result in legal action if not followed.

Textbooks/Library Books/Technology

Students are responsible for all textbooks, library books, and technology(tablets and chrome books) issued to them during the school year. All lost or damaged books must be paid for in full. If a lost book is found, money paid will be refunded.

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:

Tops

- Any shirt, blouse or sweater may be worn with the following conditions:
 - "See-through" shirts or blouses may not be worn
 - 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
 - Any article of clothing which exposes the back or midriff may not be worn. Tank tops and muscle shirts may be worn, but not as primary garments
 - Shirt, dress, and sleeve openings must not expose the torso, chest, or undergarments

Outerwear

- Trench coats are not acceptable
- Jackets, coats, hoodies, sweatshirts are acceptable for school wear.

- All must be the proper size for the student and must be unfastened or unbuttoned

Pants

- Pants, jeans, or slacks of styles, which are neat and clean, are acceptable
- 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 the knee
 - Holes may NOT be located in the groin area or the seat of the pants
 - Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under other garments which meet the provisions of the dress code
 - Sagging is not acceptable
 - Pants may not ride low exposing the torso or back or undergarments
 - Pajama style pants are not appropriate for school wear
 - Chains or other objects hanging from pants are NOT allowed

Skirts and Dresses

- The skirt or dress must be no shorter than the top of the knee at all times
- Slits must not extend above the knee

Shorts

- Shorts including athletic shorts, which are properly hemmed and extend to the top of the knee, are acceptable for school wear

Shoes

- All styles of street shoes are acceptable for school wear
- House shoes and skate shoes are not acceptable for school wear
- Please refrain from wearing flip flops
- PLEASE note schools prefer students to wear tennis/athletic shoes on PE days to reduce the possibility of injury

Accessories

- Not acceptable include the following:
 - Headbands, arm bands, leg bands
 - Hats, hoods, caps and sunglasses when worn in the building. They are to be left in the student's locker during the school day
 - 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
 - Body piercing that is disruptive or distracts from the educational process.
 - Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.

- Safety pins or other sharp or distracting objects may not be worn on a student's clothing

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

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

Hair

- Hair must be clean and neatly groomed
- No extreme hairstyles, exotic color or extreme height, width or length

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. They must have at least calf length leggings underneath their skirt. Sport teams may wear school jerseys with a t-shirt underneath

*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

Recess

Children will be taken outside for supervised recess as weather permits. Children should be dressed in appropriate attire for each season. Students must have a signed/dated doctor's note which explains the reasoning to stay inside.

Emergency Drills

Emergency drills are necessary for the safety of students, staff, and faculty. Everyone is given specific directions for reaching safety points from those areas of the school building in which he/she may be. Specific information for emergency drills is posted in each room.

Telephone Communication

The telephone in the office is for school business and only in an emergency will students be allowed to use our phones. We will take and deliver emergency messages from a parent/guardian. Please make pick up arrangements, family announcements, etc. before the school day. Students are not to use the office phone during class time unless authorized by office personnel. We would also like to take this opportunity to remind our school community to make all transportation changes through the office phone.

Team Times/Planning Periods

Each team of teachers meet daily to conduct school business. Call the office to identify the times your child's teachers are on team time. This is a great time to contact the team if you have any concerns.

Parents of Central Intermediate School students will be contacted by the team when:

- Students are failing or nearly failing.
- Student is not working to his/her full potential.
- The team wants to share how your child is exhibiting outstanding behavior.

Book Bags

Book bags/cinch bags may be used to transport books and materials to and from school only. The bags must be stored in the student's cubby, locker or appropriate space in the classroom decided by the classroom teacher. Please write your child's name in the book bag.

Cell Phone

We acknowledge some parents allow their children to use cell phones. Cell phones are allowed to be used on campus with permission from the office or teacher. If caught using cell phones without permission during school, or in a school facility, phones will be taken away and a parent will be contacted to come to the school to get the phone. If the cell phone continues to be an issue the following consequences will occur: W.P.S. is not responsible for theft, damages or loss of individual cell phones.

Failure to Comply may result in:

- Loss of phone privileges for the rest of the year and parent conference with administrator.
- Up to 3 days Out of School Suspension (viewed as defiance of authority)
- Long Term Suspension

Electronic Devices

Inappropriate use of an electronic device at ALL school events under school auspices will be dealt with by local school authorities and local law enforcement to the letter of the law.

Parent-Teacher Conferences

COVID-19 response - for the 2020-21 school year all conferences and meetings will be virtual.

We believe it is important for parents to keep in close contact with their child's teachers concerning academic/behavioral progress. Teachers have a prep time available each day to conference about student progress. Parents may call the school office to set up an appointment. Teachers, parents, or the principal may call for a conference when desired or necessary. There will be at least two separate occasions where the district will have school wide Parent/Teacher conference times. Dates and times can be found in the WPS school calendar and on WPS' website; www.wagonerps.org.

Supervision of Students

Elementary School buildings will open at 7:30 and students will report directly to their classroom. There will be no supervision prior to 7:30 with the exception of bus riders. Our schools reserves the right to take any

student that remains unaccounted for by parent/guardian, family, or friend to the Wagoner Police Station for proper supervision as we deem this act child neglect. As previously stated in this handbook; our elementary schools will open our doors at 7:30 a.m. and will close our doors at 3:00.

Parties

There will be only four (4) scheduled parties in the classroom during the year. These include: Halloween, Christmas, Valentine's Day, and Easter.

We will gladly celebrate our students' birthday parties. Please schedule these with the teacher. There will be NO surprise parties; school officials must be notified.

Please do not send birthday invitations to school that are to be distributed by the teacher unless the whole class is invited.

If special snacks are to be shared, please notify the teacher in advance. If cups, napkins, plates, forks, etc. are needed, please make arrangements to drop off curbside. The school does not provide these items. Please do not send balloons or horns for party favors. All treats must be pre-packaged.

No visitors are allowed due to COVID-19

Field Trips

Parents/guardians who chaperone field trips will be assigned a group of students of whom the parent/guardian will be responsible. Do not bring younger siblings/children who are not enrolled in the class participating in the field trip so that your full attention may be directed to those students for whom you are responsible.

Lost and Found

All articles found are to be placed in the lost and found area. Please check with the office if a student loses something. Many articles are not claimed. Articles not claimed will be given to charitable organizations at the end of the semester. The child's name should appear on their book bag, notebooks, jackets, coats, etc. to help prevent loss.

Reports of Progress

Ellington Early Childhood Center and WR Teague Elementary

Developmental skills are assessed routinely at Ellington Early Childhood Center and WR Teague Elementary. Skill based grading will be used to identify mastery, progression, and skills that are in need of improvement.

Central Intermediate School

Numeric grades are assigned for WR Teague and Central Intermediate Schools. Grades are cumulative for 1st and 2nd Semesters. Each teacher will give a minimum of two grades per week. There will be a final 'Year End' grade at the end of the school year which reflects an average of 1st and 2nd semesters.

Report Cards/Progress Reports



Report Cards/Progress Reports are designed to be one form of communication informing you of your student's level of instruction, academic progress, and growth in desirable habits and attitudes. Progress Reports are issued every six (6) weeks. Reports are given at the end of each semester. Teachers may also send out a progress report or make parent contact for the following reasons:

- Students who are failing or nearly failing.
- Students who are not working to their capacity.
- Students who are exhibiting outstanding behaviors (optional).

Honor Roll

Students who make all A's each semester will be honored for the Superintendent Honor Roll. Students who make all B's or above each semester will be honored for the Principal's Honor Roll.

Testing

It is important for your child to be present during each day of testing. Please do everything possible to schedule any appointments before/after the testing window.

Home and School Connections

Both parents and teachers want the best possible education for our children. Parents play a very important role in their child's education. You can help by:

- Show an interest in your child's work.
- Provide a time and place for studying.
- Set standards for academic performance.
- Get to know your child's principal, counselor, and teachers.
- Get to know your child's friends.
- Become involved in school organization.
- Make sure your child arrives at school promptly and attends on a regular basis.
- Provide your child with proper nutrition, sufficient rest, and adequate personal hygiene.
- Support the school in its efforts to maintain proper discipline.
- Become aware of what your child is learning in school.
- Let us know if your child has any problems outside of school that might affect schoolwork.
- Talk to your child in a positive way about school and school work.
- Praise your child for good school work.
- If you have concerns or questions about any aspect of our school program, please share them with us. Let's work together!

Schoolcast Messenger

"SchoolCast Messenger" is a specialized voice message delivery service that allows the school to record a message and send it to all students, parents, and faculty/staff. It is imperative the school has correct contact information/numbers in order to receive any messages delivered from the school. You may download the School Connect App for phones in order to receive important news bulletins.

Resolving Concerns

A time may arise when your child brings a concern home and you would like to know more information. Please help your child by using the following order of resources:

- Classroom teachers
- School principal or principal's designee
- Superintendent or superintendent's designee
- Board of Education

School personnel will ensure prompt and equitable resolution of complaints. When there are extenuating circumstances which prevent a resolution within this time frame, the parties may mutually agree to an extension of time. In circumstances where danger to persons or property is involved, school personnel should immediately respond to the complaint.

Responsibilities of Students

- To bring home assignments and materials.
- To return completed assignments on the due date assigned.
- To handle and use their technology appropriately.

Responsibilities of Teachers

- To provide appropriate and meaningful assignments and ensure student understanding of assignments.
- To explain homework policies and procedures to students and parents at the beginning of the year.
- To place value on completed work by grading, discussing, attempting to ensure mastery. Missing or incomplete homework assignments may be penalized.

Responsibilities of Parents

- Set aside regular time and place for completing homework assignments without distractions.
- To provide necessary materials for completing homework assignments.

Discipline and Behavioral Expectations

Respectful communication and cooperation between school and home is vital in developing self-discipline and appropriate behavior in students. These qualities are important to your child's academic and social success at school. To ensure all students have a safe environment in which all students learn and experience success, the following bullet points will be utilized. Please review the discipline plan as a family. Together we can create a safe learning environment for all students.

Students will be Expected to:

- Accept consequences for their own actions
- Avoid profanity and abusive language
- Create a determination to do your best work until it is completed well
- Practice good manners
- Display a sense of cooperation and respect for classmates, teachers, and school property
- Not intimidate others (bullying) either by words or physical confrontation
- Exhibit self-control

- Manage time
- Resolve conflict without physical contact
- Set and achieves goals
- Learn and obey rules for classrooms, playground, and bus
- Line up immediately with the bell rings
- Learn to listen when others are speaking

Inappropriate behaviors will be addressed. It may be necessary to meet and discuss observed negative behaviors to implement a discipline plan for student's personal growth.

Students who do not follow "student expectations" will receive various forms of consequences. Any form of consequence given is intended to help students gain personal boundaries and self-discipline. Students could receive, but are not limited to, the following consequences. Determination of consequence will rest with the teachers and/or principal.

- Email, letter, phone call from teachers
- Conference with parent virtually
- Referral to School Counselor
- Noon detention (in the teacher's classroom not going to recess)
- Develop an improvement plan with team of school personnel
- INT - school day in separate environment
- Excluded from extracurricular activities and field trips
- Restriction of privileges
- Corporal punishment (with agreement of both parent and principal)
- Suspension
- Student referral to appropriate social agency
- Involvement of local authorities
- ½ day or homebound placement
- Other disciplinary actions deemed appropriate by the principal

Severe Behavior Problems

WPS considers certain behaviors to be severe disruptions to the teaching/learning process. Our students and teachers MUST feel safe at school. Disruptive behavior, including threats of violence, may be cause for disciplinary action which will most likely include suspension. Therefore, these offenses will be dealt with at the discretion of the building principal and could result in a homebound placement.

- Biting
- Physical assault or fighting (hitting, roughing)
- Possession of a dangerous weapon
- The use, possession, or sale of alcoholic substances, narcotics, or other drugs
- Stealing
- Destruction of property
- Truancy (leaving school grounds without permission)
- Battery against school personnel
- Inappropriate conversations and language
- Continuous disruptive behavior
- Bullying-See district policy here:

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Health and Safety

Medications

All medication should be given at home if at all possible. However, we realize that there are times when medicine must be taken during the school day. School personnel will follow strict safety guidelines to assist students and parents regarding medicine. Teachers and staff are prohibited from providing and/or administering any medication (example; Tylenol, Tums, etc.) except according to Oklahoma School Law pertaining to medicines at school.

Please call in advance to make arrangements due to COVID-19

Prescription Medicine

Prescription medication will be given to a student only with the written authorization of the parent/legal guardian. Prescription medication must be delivered to the school office by the parent and must be in a currently dated prescription vial that correctly states the name of the patient, the name of the physician and directions for administering the medication. Office staff will provide a form that must be completed by the parent when the medicine is brought in. If changes occur in the administration process (change in dosage, time, etc.) a new form must be completed. The written authorization must be renewed annually.

Please call in advance to make arrangements due to COVID-19

Over-the-Counter Medicine (OTC)

The administration of OTC medicine at school will follow the same guidelines as prescription medication. The name of the physician is not required. OTC medicine will only be kept at school for a period of two-weeks. At the end of the two-week period, the parent needs to pick up any unused medicine. If the medicine is not picked up in a reasonable amount of time, it will be disposed of.

At the time of administration of any medicine at school, the person who administers the medicine (only certain designated school personnel) will sign the medicine form.

Please call in advance to make arrangements due to COVID-19

Medication Transport to School

All medication must be delivered to school by a parent/guardian. If medication is brought to the school without a properly completed authorization form, school personnel will inform the parent of the district procedures and will not give the medication to the student. The parent may, however, come to school and dispense medication to the student.

Please call in advance to make arrangements due to COVID-19

Health Screening

Good health is important to learning. Health screenings will be performed throughout the school year. The parent/guardian will be notified if his/her child has any difficulty during the screenings. If you have any questions please contact the principal's office, the school social worker or the school nurse.

Vision/Hearing/Speech

Healthy vision and hearing is essential for effective teaching and learning. Vision and hearing screenings will be provided to students by school personnel and/or a qualified organization. Such screenings will be provided periodically for students in grades K-12. If a student has difficulty with the screening tests, the parent will be notified and given recommendations. If a parent does not want his/her child to participate in the screening programs, such objections must be provided in writing each school year to the appropriate school site.

Medical Conditions

If your child has a medical/health condition (asthma, ADD/ADHD, seizures, allergies, etc.) please make sure you complete the medical form that is included in the enrollment handout at the beginning of the year. This information should be updated each new school year.

Head Lice

Although schools, daycare centers, etc. are often blamed for head lice outbreaks, it is important to remember that it is the whole family who must be adequately treated and, therefore, help prevent cases leading to outbreaks in school. Please help school personnel by checking your child's hair once a week.

Students will be screened on an "as needed" basis. If a student is found to have an active case of head lice and/or nits, the parent/guardian will be notified with instructions for treatment. The student can be readmitted to school once treatment is judged by school officials to have been effective or the school receives certification from a physician, county health department personnel and/or specially trained school personnel, that the student is free of lice and/or nits.

A student should miss no more than one day of school. With prompt treatment, the student may not miss school at all. A second treatment for lice is required 7-10 days after the first treatment. The student can be in school between treatments as long as there are no live lice present.

Bed Bugs

Bed bugs are taken very seriously at all our schools. If we find evidence of bedbugs on, in, or near your student's possessions or person we will immediately call for pick up. Please make certain to take our evaluation of pests very seriously and check your living conditions for evidence of bed bugs. Bed bugs are becoming more prevalent and will spread quickly. Please be diligent with a treatment program should that become necessary.

Physical Education and Recess

Students not participating in PE or recess are to have a written statement from a doctor detailing the reason. A doctor's statement will also be requested before an injured student will be allowed to resume physical activity. Please dress children appropriately on PE days, i.e. tennis shoes, no sandals, flip flops etc.

WPS Child Nutrition Program

Wagoner Public Schools participate in the National School Lunch and Breakfast Programs. Nutritious meals are served every day. Breakfast will be served at 7:30 a.m. daily. If for some reason a bus is late, the students will be served breakfast after they arrive.



Unless you qualify for free and reduced lunch the following charges will apply

Breakfast \$2.00 and lunch \$3.25

It is imperative that you turn in the application for free and reduced lunch even if you think you don't qualify.

Transportation Guidelines

Prior to Loading Bus

Students Should:

- Be on time at the designated bus stop - keep the bus on schedule
- Stay off the road at all times while waiting on the bus
- Wait until after the bus comes to a complete stop before getting on
- Be careful approaching bus stops
- Do not move toward the bus until it comes to a complete stop
- Respect people and their property on the bus
- Receive proper school official authorization to be discharged from the bus at places other than the usual stop

While on the Bus

Students Should:

- Keep all parts of the body inside the bus
- Refrain from eating and drinking on the bus
- Refrain from the use of any forms of tobacco, alcohol or drugs
- Assist in keeping the bus safe and clean at all times
- Remember loud talking and laughing diverts the driver's attention and may result in an accident
- Treat the bus equipment as you would valuable furniture in your home (Damages will be paid for by the offender)
- Never tamper with bus equipment
- Maintain possession of lunches, books, and other articles, and keep the aisles clean at all times
- Help look after the safety and comfort of small children
- Never throw objects on the bus
- Remain in the seats while the bus is in motion
- Be courteous to fellow pupils, the bus driver, and teachers on bus duty
- Refrain from horseplay and fighting
- Remain quiet when approaching a railroad crossing
- Remain on the bus during road emergencies except when it may be hazardous to the student's safety

After Leaving the Bus

Students should:

- Go at least ten (10) feet from the bus, stop and check traffic, wait for the bus driver to signal to cross the road
- Go home immediately, staying clear of traffic

Extra-Curricular/Field Trips:

- The above rules and regulations will apply to all trips under school supervision
- Sponsors should be appointed by school officials
- Signed field trip permission slips by parents must be turned into the teacher before any field trip is taken
- Students displaying unacceptable behavior will be excluded from field trips

Bus Conduct

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on the school campus. Below you will find a guideline for discipline issues on the bus. Our district reserves the right and will exercise the ability to terminate bus privileges at any time if major or consistent issues arise.

- First Referral- note home or call to parent
- Second Referral- note home or call to parent
- Third Referral- suspension of bus privileges for three days
- Fourth Referral- suspension of bus privileges for five days
- Fifth Referral- suspension of bus privileges for 10 days
- Sixth Referral- suspension of bus privileges for the rest of the semester or more

Any major disruption will be taken very seriously and once again, the above referral process is a guideline for our school to follow. Any discipline issue can/may result in a long term suspension from the bus or from school. We must look at each case with specific regard to the safety and security of our students. We must also ensure that our drivers are able to focus their attention on the safety of not just the bus and its passengers but on the road and other drivers. Cameras are available on most of our buses. Should you have a question or concern the videos will be readily available at our Transportation Department. Please call Mr. Jimmy Butler at 918-485-3007 to set up an appointment.

Special Services Department

All children have the right to a free, appropriate education. This is mandated by public law 101-476. This federal law provides for all handicapped children from birth to age 21, and may include such handicapping conditions as:

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- Learning Disabilities
- Educationally Challenged
- Hearing Impairments
- Physical Disabilities
- Visual Disabilities
- Speech/Language Disabilities

Wagoner Public Schools Special Services Department is interested in finding and assisting these children. We will provide testing, counseling, and parent education/resources. If you have, or know of a child, or young person who could use our services, please call Mrs. Tammy McDaris our Wagoner Public Schools Special Services Director. Mrs. McDaris can be reached at (918)485-7324. Her office is in the Administration Building located at 707 N. Story. All information regarding special services will be handled in a confidential manner.

Notification of Rights FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records; under section 438 of the General Education Provisions Act, Title IV of P.L. 90-247.

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 records(s) they wish to inspect. The principal will make arrangements for access and notify the parent of eligible student of the time and place where the records may be inspected
- The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading
- Parents or eligible students may ask the Wagoner School District to amend a record that they believe is inaccurate or misleading. They should write 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 their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing
- The right to consent to disclosures or 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 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

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- Upon request, the district disclosed 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
Washington, D.C. 20202-4605

Notification of Rights under PPRA

Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding surveys, data collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent of the following 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 (USDE):
 - Political affiliations or beliefs of the student or student's parent/guardian.
 - Mental or psychological problems of the student or student's family.
 - Sexual behavior or attitude.
 - Illegal, anti-social, self-incriminating, or demeaning behavior.
 - Critical appraisals of others with whom respondents have close family relationships.
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 - Religious practices, affiliations, or beliefs of the student or parents.
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey regardless of funding.
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent not necessary to protect the immediate health and safety of a student. This excludes hearing, vision, or scoliosis screening, as well as any physical exam/screening as required under state law.
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute the information to others.
- Inspect upon request and before administration or use :
 - Protected information surveys of students.
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - Instructional material used as 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 and after any substantive changes. Wagoner Public Schools will directly notify parents and students through US mail, email, or via phone 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 part by the USDE.
- Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance

U.S. Department of Education 400 Maryland Avenue, SW

Washington, D.C. 20202-4605

WAGONER BOARD OF EDUCATION POLICY ON SUSPENSION

It is the policy of the Wagoner Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of a wireless telecommunication device in violation of school rules (See policy FNG)
- Possession of missing or stolen property, if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Suspension of Students

Before a student is suspended out-of-school the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension. This includes placement in an alternative school setting, reassignment to another classroom, or in-school detention. If alternative in-school placement options are considered inappropriate the principal must provide written justification which will become part of the student's permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities or even be on school grounds. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates. Additionally no school board member, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by law under the provisions of this policy. The superintendent is

directed to establish regulations subject to board approval which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the Board of Education. The superintendent may delegate authority for suspensions of students to building principals.

NOTE: 70 OS 24-104.1 and FERPA provide that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

REFERENCE: 10 OS 7005-1.2; 37 OS 163.2; 10 OS 7303-5.3; 70 OS 24-101.3; 24-102; 24-103, et seq.; 10 OS 7307-1.2

CROSS-REFERENCE: Policy FM, Student Activities, Eligibility, Policy FM-R, Student Activities, Eligibility, Regulations Policy FCNE, Reporting Students Under the Influence or Possessing Alcoholic Beverages or Controlled Dangerous Substances, Policy FNCGA, Weapons-Free Schools, Policy FNG, Electronic Communications Devices

WAGONER BOARD OF EDUCATION FOD-R

SUSPENSION OF STUDENTS (Regulation)

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

- Any student may be suspended for:
 - Acts of immorality
 - Violations of policy or regulations
 - Possession of an intoxicating beverage, low-point beer (See policy FNCE)
 - Possession of a wireless telecommunication device in violation of school rules (See policy FNG)
 - Possession of missing or stolen property, if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
 - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
 - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
 - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
 - Adjudication as a delinquent for a violent or non-violent offense
- A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA) The exception will be when circumstances which require the immediate removal of a student or students, the parent/guardian or legal guardians(s) shall be informed before a student is released from school.
- Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but will be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
- Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP. A student who has been suspended for a violent offense which is directed towards a classroom

teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions.

Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention.

Probation

A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension both the student and the parent/guardian shall be notified of the probation and the reasons therefore.

In-School Suspension

In-School Suspension is an alternative to out-of-school suspension. In-school suspension will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention.

Out-of-School Suspension

Both the student and the parent/guardian shall be notified of the suspension, the grounds for suspension, and the right to appeal the suspension to the Board of Education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

If a student is suspended out-of-school for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of english, mathematics, science, and social studies. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents/guardian, and the parents/guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of 3 administrators or teachers or a combination thereof. The members of the committee shall be appointed by the site principal. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures

- Any student who has been suspended for ten (10) days or less under the steps listed above, the student's parent/guardian may appeal the suspension to the suspension appeals committee. The

following procedures shall govern the appellate process:

- The student or the student's parent/guardian shall notify the site principal within three (3) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
- Upon receiving notice of a student's intent to appeal, the site principal shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The site principal, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal. However, most likely attendance will not be the outcome.
- During the hearing of the appeal before the suspension appeals committee, the student or the student's parent/guardian shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- The suspension appeals committee shall determine the guilt or innocence of the student, and reasonableness of the term of the suspensions. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent/guardian shall be notified within five (5) days of the decision.
- Decisions of the suspension appeal committee may not be appealed to the Board of Education. The decision of the suspension appeals committee shall be final.
- Any student who has been suspended for greater than ten (10) days under the steps listed above, the student's parent/guardian may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education. The following procedures shall govern the appellate process:
 - The student, or the student's parent/guardian, shall notify the superintendent within five (5) days following the suspension or the notice of the intent to suspend or appeal the suspension.
 - Upon receiving notice of a student's intent to appeal, the superintendent shall advise the Board of Education. The Board of Education shall hear the appeal, the superintendent shall advise the Board of Education. The Board of Education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - During the hearing of the appeal before the Board of Education, the student or the student's parent/guardian shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - The Board of Education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education may uphold, overrule, or modify the suspension. The student and the student's parent/guardian shall be notified within five (5) days of the decision. The decision of the board shall be final.

NOTE: 70 OS 24-101.2(E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.



Title I: Parents Right to Know Policy

Wagoner Public Schools agrees to implement the following statutory requirements:

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.

Title IX

Coordinator: Dale Condict, WPS Athletic Director

Wagoner High School

300 Bulldog Circle

Wagoner, Ok 74467

918-485-5553

Randy Harris, Superintendent

Wagoner Public Schools

707 N. Story

Wagoner, OK 74467

(918)485-4046

Wagoner Public 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 Dale Condict, Title IX Coordinator, or to the Office of Civil Rights.

Gun Free School Act

- Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year.
- Firearms are defined in Title 18 of the United States Code, Section 921, as
 - 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
 - The frame or receiver of any such weapon
 - Any firearm muffler or firearm silencer, or
 - 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 firearm or weapon will be confiscated and released only to proper 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 of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of student or teachers, any weapon as defined below:

- "any pistol, revolver, dagger, bowie knife, switchblade knife, spring type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

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

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

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 USC 921, 21 OS 1280.1

It is the policy of the Wagoner Board of Education that possession of dangerous instruments or weapons on school premises or at school sponsored functions is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns) , fireworks, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

REFERENCE: 210.S.1280.1

NOTE: "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporations and used for purposes other than educational.

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training courses.

210. S.1280.5 provides that any person violating this statute, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000.00), and imprisonment for not more than one (1) year.

Asbestos



TO EMPLOYEES, VISITORS, PARENTS, AND ANY OTHER INTERESTED PERSONS:

Regarding ASBESTOS-containing materials in all buildings owned, leased or used by Wagoner Public Schools. All buildings inspected for asbestos in accordance with EPA mandates on by the Licensed and Accredited Inspectors of Northeast Asbestos Management Services. Results of the initial inspections, samples and any subsequent analysis are on file for public review and may be examined. Accordingly, monitoring and maintaining all asbestos in our schools is in accordance with the AHERA Regulations (Asbestos Hazard Emergency Response Act), of our management plan. All buildings are scheduled for periodic surveillance every six months.

Under AHERA school buildings must be inspected every three years. The Wagoner Public Schools AHERA, three year re-inspection was completed by Lonnie H. O'Dell, license #OKMP130120, the Licensed and Accredited inspector of Northeast Asbestos Management of 1990 S. 71st E., Muskogee, OK 74403.

A copy of the Asbestos Management Plan for Wagoner Public Schools is on file in the superintendent's office at 308 NE 2nd Street, Wagoner, Oklahoma and is available for inspection during normal working hours.