

DAHLONEGAH PUBLIC SCHOOL

STUDENT HANDBOOK



**Dahlongah Public School
468739 E 878 Road
Stilwell, OK 74960**

**School Phone: (918) 696-7807
School website: www.dahlongah.k12.ok.us**

Board of Education

**President - Clarissa Wofford
Vice President - Michael Mounce
Clerk - Michael Brown**

Administration

**Superintendent - Steven Cain
Principal - Shawnita Armstrong**

Introduction

The board of education, faculty, and administration are very pleased to have your child at our school.

The policies and procedures in this handbook are the result of a concerted effort on the part of the board of education, faculty, and administration.

This handbook is written to provide parents and students with some of the school district's basic rules and guidelines. Every attempt has been made to adopt rules that emphasize the community's values and standards and are fair to all students. However, this handbook cannot address every situation and is far from all-encompassing. Rules and guidelines will be adjusted to meet the needs of the student body.

Students and parents should read and become acquainted with the contents of this handbook. We hope it will be of great assistance as we begin the new school year.

Please see your principal, counselor, or teacher if you have any questions.

We wish every student the best year!

Steven Cain - Superintendent

Shawnita Armstrong - Principal

VISITING THE SCHOOL

Parents are always welcome to visit the school, but all parents and visitors must check in and out with the front office and wait for a teacher/staff member, or administrator to escort them to the meeting area.

Moment of Silence/Pledge of Allegiance

The Oklahoma Legislature has directed that the Board of Education of each school district shall ensure that the public schools within the district shall recite the Pledge of Allegiance to the United States flag, salute the Oklahoma Flag once per week and observe approximately one minute of silence each day. This policy is adopted to comply with the directive. The principal of each school building within the school district is hereby directed to designate the appropriate time during the school day to meet these directives. The moment of silence shall be for the purpose of allowing each student, in the exercise of their individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Teachers shall neither encourage nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

Custody

If there are any custody restrictions on a student, a copy of the legal authorization must be on file in the office.

Change of Records

Contact the school office for any change in address or phone number anytime throughout the year. This information is important for better communication regarding your child. Any legal document changes should be provided as soon as possible.

ATTENDANCE

The Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not attend school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

A maximum of ten (10) days a semester may be missed in any one class.

Absences

Excused absences will be granted for the following reasons:

1. Personal or family issues
2. Medical appointments

3. Legal matters, including service on a grand, multicounty, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by students' religious affiliation.

It is the responsibility of the parent to notify the school that a child has to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the school before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that work is made up.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district, and are meeting the following attendance requirements:
 - a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format, including online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.
 - b. The student is on pace for on-time completion of the course required by the school district

- c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and prevents them from participating in instruction in a traditional school setting, and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

1. A student may take up to 5 days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent or guardian must submit a written request for the student to be absent at least two days prior to the absence. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against the student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without knowledge of either the school, the parent, or if the parent does not compel the student to attend school.

Tardies

1. A student is considered tardy if who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late is considered absent for the period.
3. Each 5 tardies will constitute an unexcused absence from that class.

Any student who exceeds the 10-day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absenteeism means a student who is 10 percent or more of the school days in the school year, exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district,

exclusive of Saturdays and Sundays When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

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

Athletic Attendance Policy

To promote academic success, personal responsibility, and team commitment, Dahlonega Public School requires all student-athletes to maintain consistent school attendance.

Eligibility Attendance Requirement

To be eligible to participate in an athletic event (game, meet, or competition), student-athletes must be in attendance at school on the following days:

1. The day **before** the event
2. The day **of** the event
3. The day **after** the event

Failure to attend school on any of these three days will result in the student-athlete being ineligible to participate in the next scheduled

athletic event, unless the absence is considered excused by school administration.

Excused absences are described as follows: The Dahlongegah Public School Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond the student's control, the board has adopted a policy requiring students to be in attendance a minimum of 10 weeks each semester to receive credit for any course in which the student is enrolled. Expectations to this requirement will be considered by the board on an individual, case-by-case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

(Reference: 70 O.S. 10-105, 10-106. Department of Administrators' Handbook)

It is the responsibility of the student-athlete to communicate with their coach and school office regarding any absences.

Coaches' Discretion:

Coaches may implement additional attendance expectations or consequences as part of their team rules, provided they align with school policy and are clearly communicated to athletes and families.

Grading

In accordance with the policy of the board of education, the following grading system will be used for all subjects, including special education:

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

A grade mark of I is an incomplete and will be changed when the course is completed within the time limit set by the teacher.

Make-up Work/Missed Assignments

A student who is absent from school will have one (1) day for every day absent to complete missed assignments. The one (1) day will start on the first day the student returns to school. It is the responsibility of the student to find and consult the teacher before or after class concerning make-up work. Any work later than the allotted day may be half ($\frac{1}{2}$) credit on the assignment at the teacher's discretion.

Dress Code

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress and grooming that is in any way disruptive to the operation of the school will not be permitted.

Revealing or sexually provocative clothing, or clothing of extreme style, may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.

The following are specifically prohibited:

1. Shorts, cutoffs, or tank tops except in the gym.
2. Shirts or blouses that do not overlap with their skirts or trousers. Shirts should cover the chest.
3. Writing or pictures on shirts or patches, or other clothing items that suggest obscenity or vulgarity, or that promote any type of behavior that is illegal for minors to engage in.

Disciplinary Procedures

Oklahoma law vests teachers and administrators with the same rights as parents with regard to control and discipline of children during the time a child is in attendance or in transit to or from school or in attendance at any other function authorized by the school district.

The classroom teacher can successfully manage many student behaviors in a positive, redirecting manner. Inappropriate behaviors should not be allowed to disrupt classroom procedures to interfere with the learning environment in any educational setting.

The use of corporal punishment is permitted under the Dahlongegah Public School Policy. In the event that the use of corporal punishment is deemed appropriate for an infraction, the student will have the option of an alternative form of punishment.

Field Trips, Class Trips, or Biztown

Student disciplinary history and/or academic standing may be considered before principal permission is granted for students to attend.

Activities

Students participating in school activities will be required to ride the bus to the event site. The return trip may be altered only to ride home with parents or guardians; arrangements will be made with the sponsor of the activity in advance of the trip.

Safety and Emergencies

School can be dismissed for reasons of bad weather (snow and ice, etc.), disaster, or other reasons that could affect the safety of students.

The superintendent will evaluate weather conditions. If dismissal is required, the announcement will be made through Facebook, the school website, app, and text alert.

Fire drills, tornado drills, and classroom safety is the responsibility of the teacher. All students shall know the correct precautions to take in emergency situations.

Fire Drill

The fire alarm will sound- students should move outside the building according to fire drill plans as directed by the teacher.

Tornado Drill

An announcement will be made - students will move to designated area as directed by the teacher.

Lockdown Drill

The principal will conduct the state-mandated number of lockdown drills. All faculty, staff, and students must participate.

Bullying Prevention Policy Act

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process.

Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communications is prohibited, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or education of any student. Such behavior is specifically prohibited.

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

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one’s grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the student
- Unwelcome physical contact

In considering corrective actions, the Dahlongegah Board of Education will rely on the judgment and discretion of the administrator to determine the appropriate corrective action.

Firearms at School

Any student who brings a firearm to school, or is in possession of a firearm at school, shall be expelled for a minimum period of one (1) year.

School is defined as buildings, grounds, buses, school-sponsored activities, and any other property owned by Dahlongegah Public Schools. (See Firearms at School Policy in the administration office)

Search and Seizure

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. (Search and Seizure and Drug Policy are on file in the administration office)

Personal Electronic Devices

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in

transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district, such as a laptop, tablet, or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by the students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of the public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but not limited to:
 - a. Medical Emergencies - Calling 911 or a parent if a student or someone nearby is having a severe health crisis. (e.g., asthma attack, allergic reaction, seizure); or
 - b. Natural Disaster or Lockdowns - Communicating with law enforcement or family during events like tornadoes, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring, which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day of their IEP, Medical Plan, or 504 plan explicitly requires it as assistive

technology for medically educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to bell" means the time between the first bell ringing at the start of the school day until the dismissal bell at the end of the school day to end instructional time.

"Personal electronic device" means a personal device capable of connecting to a smartphone, the internet, or a cellular or wi-fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action

under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

Parents Right-To-Know

In accordance with Parents Right-To-Know requirement under the *Every Student Succeeds Act* - ESSA, Section 1112(e)(1)(A), this is a notification from Dahlongegah Public Schools to every parent/guardian of a student in a Title I school that you **have the right** to request and receive in a timely manner:

- a) Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status, in which the state qualifications and licensing criteria are waived;
 - The teacher's baccalaureate degree major, graduate certifications, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A)(i)-(ii)]
- b) Information regarding any state or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a

policy, procedure, or parental right to opt the child out of such assessment, where applicable.

[ESSA, Section 1112(e)(2)(A)]

c) Upon request, parents of an English learner may:

- Have the child immediately removed from an English Learner (EL) program; [ESSA, 1112(e)(3)(A)(viii)(i)]
- Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(i)]
- Receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]

d) Notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.

[ESSA, Section 1112(e)(1)(B)(ii)]

If you have any questions or concerns, please feel free to contact the principal.

Medication

The proper forms should be filled out and on file in the nurse's office for dispensing of medication during school hours. All student medication shall be kept in the office of the school nurse and/or the office of the principal and picked up when needed. All inhalers shall

be kept in the nurse's office unless otherwise authorized by the principal.

Tobacco Free / Smoke Free Environment

Dahlongegah Public Schools is a 24/7 Tobacco Free / Smoke Free Environment.

Smoking, distribution, and use or possession of tobacco, tobacco products, or stimulated tobacco products or paraphernalia used with tobacco, tobacco products, or stimulated tobacco products is prohibited on Dahlongegah Public Schools property, in school vehicles, or at or going to or from school-sponsored or authorized function.

Products prohibited from use on Dahlongegah Public Schools campus include, but are not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking, or both. These products also include, but are not limited to, cloves, bidis, kreteks, and any form of vapor, liquid, or vaping device with/without nicotine. Persons found using, distributing, or in possession of any of the products listed above will be subject to disciplinary action.

Head Lice

If a student has brown nits, the student will be removed from the classroom and a letter will be sent home to the parent/guardian stating that the nits must be removed before the student can be remitted to school. The parent/guardian must bring the student to the office. The student will not be allowed to ride the bus to school or be

remitted to school until the office checks the student's head. If the student is free and clear of lice, the student may return to class.

If the student is sent to the office with live bugs, the student will be removed from the classroom, and the parent/guardian will be called to pick up the student. The parent must bring the student to the office the next day. The student will not be allowed to ride the bus to school or be remitted until the office checks the student's head. If the student is free and clear of bugs, the student may return to class.

If a student has recurring lice problems, it will be up to the discretion of the office personnel to request a release from a doctor or health professional stating that the student has been treated and is free of lice. The school has the right to contact the Department of Human Services if the problem is not resolved.

Textbooks and Library Books

Textbooks are purchased and furnished to the school by the State of Oklahoma and are the property of the school district. The books are very expensive, and students should take pride in the care and maintenance of all books. Students should not write or mark in them in any way other than as instructed by their teacher. Students will be required to pay for any lost or damaged textbooks or library books that are checked out to them. The cost will be the cost of replacement.

Student/Teacher/Parent Compact

Student Agreement:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly
- Come to class on time, prepared and ready to learn
- Respect teachers, parents, and classmates
- Complete homework assignments
- Follow the rules of student conduct

Parent/Guardian Agreement:

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

- Attend parent/teacher conferences
- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Establish a time for homework and review it regularly
- Stay aware of what my child is learning

Teacher Agreement:

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

- Provide homework assignments for students
- Provide necessary assistance to parents so that they can help with homework
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning enjoyable

Principal Agreement:

I support this form of parental involvement. Therefore, I shall strive to do the following:

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

Cafeteria

****All students will eat free for the 2025-2026 school year****

******All parents/guardians must still fill out a “Economically Disadvantaged” form each year in order for our school to qualify for free meals for all students.******

- Dahlongah Public School offers nutritious meals to students.
- Students will be treated with courtesy and respect.
- All students will go to the cafeteria during their assigned lunch period.
- Students are not to leave the cafeteria until released by the supervising teacher.
- Students are prohibited from removing food, drinks, or condiments from the cafeteria.

Title IX / Non-Discrimination/Discrimination Complaints

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in Education programs and activities. The School District has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints

concerning discrimination based upon race, color, religion, national origin, gender, age, disability, and veteran status.

Dahlongegah Public Schools provides equal opportunities without regard to race, color, national origin, religion, gender, veteran status, or disability in all aspects of its operations. The opportunities include but are not limited to admissions, educational services, financial aid, and employment. It is our intent to follow all state and federal laws regarding nondiscrimination.

Any student or parent who believes he or she has been discriminated against based upon one of these protected categories is encouraged to file a discrimination complaint. Contact the front office at (918) 696-7807 to obtain a copy of the grievance procedures or for further information concerning the grievance process. Grievances will be promptly investigated by appropriate representatives of the school district in compliance with the school district's grievance procedure.

Dahlongegah SCHOOLS WELLNESS POLICY

Dahlongegah Public Schools/ District Wellness Policy

Purpose

The *Dahlongegah* School District recognizes the important role that schools play in the development of children's lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the District establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student as well as staff health.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

Definitions

- **School campus:** All areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- **School Period:** The period of time from the midnight before to 30 minutes after the end of the instructional day.
- **Competitive foods and beverages:** Foods and beverages that are sold on campus outside of the federal reimbursable school meals program during the school day (e.g., in vending machines or school stores).
- **Smart Snacks standards:** Nutrition standards, issued by the USDA that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages.

NUTRITION

School Meal Requirements

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the [United States Department of Agriculture's \(USDA\) requirements](#) and follow the Dietary Guidelines for Americans (DGA).

Specifically, the District will ensure that all meals are the following:

- Accessible, appealing, and attractive to all children
- Served in a clean, pleasant, and supervised setting
- High in fiber, free of added trans fats, and low in added fats, sugar, and sodium
- Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences
- *[Reviewed by a registered dietitian or other certified nutrition professional / Based on a meal plan provided by a professional resource (such as the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box)]*

The District will also ensure that schools do the following:

- Encourage students to start the day with a healthy breakfast.
- Provide breakfast through the USDA School Breakfast Program.

Water: Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges) before, during, and after school. Schools will also ensure the following:

- Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).



Information and Promotion: As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:

- Inform families about the availability of breakfasts for students.
- Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
- Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.
- Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

Adequate Time to Eat: The District will allow students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated to give all students (K-12) adequate time to be served and eat their lunches.

Competitive Foods and Beverages

All competitive foods and beverages sold to students during the school day must meet or exceed the [USDA's Smart Snacks standards](#).¹

Other Foods Provided at School

Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, and afterschool-programming) must meet the USDA's Smart Snacks standards. *[The District, however, may allow exemptions for up to two celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards.]*

The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties (e.g., the USDA's resources on "[Healthy Celebrations](#)") and after-school programming (including celebrations).

Fundraising

Fundraising on Campus During the School Day: Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standards will be permitted.

The following will also occur:

- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains).
- The District will encourage fundraisers that do not sell food and/or that promote

physical activity.

After-School Concessions and Fundraisers: *At least 50 percent of foods and beverages offered during at after-school concessions or as part of fundraisers held outside of school hours must comply with the USDA's Smart Snack standards.*

Nutrition Education

Schools will offer—and integrate into the core curriculum—nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.
- How to read labels and understand the problems associated with unhealthy food marketing to children.

In addition, schools will ensure that nutrition education:

- Complies with state learning objectives and standards.
- Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.).
- Is made available for staff.
- Is promoted to families and the community.

Rewards and Punishment

Food, beverages, and candy will not be used to reward or punish academic performance or student behavior.

Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.
- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating

behaviors.

- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

Food and Beverage Marketing

Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

Marketing includes the following:

- Advertising on any property or facility owned or leased by the school district or school and used at any time for school-related activities (including school buildings, athletic fields, parking lots, school buses, vending machines, scoreboards, uniforms, educational materials, and supplies).
- Coupons, discounts, and corporate incentive programs that reward students (e.g., when they reach certain academic goals) with free or discounted items. Such rewards may not include foods or beverages that fail to satisfy the USDA's Smart Snacks standards.
- Corporate-sponsored programs that provide funds to schools in exchange for consumer purchases of certain items. Programs involving purchase of foods and beverages that do not meet the USDA's Smart Snacks standards are not permitted.

If the non-compliant advertising is a permanent feature of a permanent fixture (e.g., a scoreboard), such advertising can remain until the permanent fixture is removed or replaced.

Staff Qualifications and Training

The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and training.

In addition, Child Nutrition Staff will do the following:

- Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.

- Organize and participate in educational activities that support healthy eating behaviors and food safety.

Farm-to-School Programs and School Gardens

The District will allow school gardens on District property.

The following will also occur:

- The District will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property.
- The District will incorporate local and/or regional products into the school meal program.
- Schools will take field trips to local farms.
- As part of their education, students will learn about agriculture and nutrition.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

General Requirements

The District will ensure that all *elementary school students (K-5) / students (K-12)* participate in a minimum of 60 minutes of physical activity *each week*, whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

Recess and Physical Activity Breaks

Recess: The District will require schools to provide elementary school students (K-5) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
- Require schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.²

Physical Activity Breaks: The District will require schools to provide all students (K-12) short breaks (three to five minutes) throughout the day to let them stretch, move around,

and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom times.

Physical Education (PE)

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.

Elementary school students (K-5) will participate in at least 150 minutes of PE/Physical Activity per week throughout the entire school year.

Middle and high school students (6-12) will participate in at least 225 minutes of PE per week throughout the entire school year.

In addition, the following requirements apply to all students (K-12):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.

Only medical waivers/exemptions from participation in physical education will be allowed

- PE classes will have a teacher/student ratio comparable to core subject classroom size.

Teacher Qualifications, Training, and Involvement

- Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.
- Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.
- PE classes will be taught by licensed teachers who are certified or endorsed to teach PE.

Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)
- The District will provide a list of alternative ways for teachers and staff to discipline students.
- The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

Grounds, Facilities, and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

Community Use of Recreational Facilities

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day. Allowing staff, students, and their families to use school recreational facilities during non-school hours is one way to increase opportunities to engage in physical activity. Consistent with state law and District policies and procedures regarding use of school facilities during non-school hours, the District will work with the *local government - city/county/recreation district* and community-based organizations to coordinate and enhance opportunities for staff, students, and their families to engage in physical activity using school facilities before and after the school day, during weekends, and during school vacations.

Active Transportation

The District will do the following:

- Encourage children and their families to walk and bike to and from school.
- Work with local officials to designate safe or preferred routes to school.
- Promote National and International Walk and Bike to School Week/Day.
- Provide bike racks for students, faculty, and staff.
- Encourage parents to supervise groups of children who walk or bike together to and from school.

After-School Physical Activity and Screen Time

After-school programming will do the following:

- Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Provide equal opportunities for children and youth with disabilities to be physically active.
- Encourage staff to join children and youth in physical activity whenever possible.
- Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes.

OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes healthy eating, physical activity, and overall health. The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

Nutrition

- Serve only those foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.
- Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs.

Physical Activity

- Promote walking meetings.
- Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, tennis courts, and swimming pools.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
- Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

General Wellness

- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- Partner with community organizations or agencies to provide stress management programs annually to staff.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
- Ensure access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.

Professional Development

The District will provide staff with educational resources and annual training in health and health-related topics.

Health Education

Where applicable, schools' health education curriculums will follow the [*Oklahoma Academic Standards*](#).

<http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Health%20Standards%20-%20for%20Legislature.pdf>

Coordinated School Health

The District will incorporate the Whole School, Whole Community, Whole Child (WSCC) model as a framework for improving students learning and health in school. This model combines and builds on elements of the traditional Coordinated School Health approach from the Centers for Disease Control and Prevention and the Whole Child framework by the ASCD. <http://www.ascd.org/programs/learning-and-health/wsc-model.aspx>

IMPLEMENTATION, MONITORING, AND EVALUATION

Leadership

The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.

Name	Position	Contact Information (Email address is sufficient)
Steven Cain	Superintendent	scain@dahlnegah.org
Shawnita Armstrong	Principal	sarmstrong@dahlongah.org
Shayla Cone	Special Education Director	scone@dahlongah.org
Janelle Brewer	Nurse	nurse@dahlongah.org

Community Involvement

The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.
- Ensure that all outreach and communication is culturally appropriate and translated as needed.
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.

Assessments, Revisions, and Policy Updates

At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.

The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families' homes, etc.)
