STUDENT HANDBOOK 2026/2027



Lone Wolf Public School
1001 7th Street, P.O. Box 158
Lone Wolf, Oklahoma 73655
(580) 846-9091

https://www.lonewolfschool.com

Board of Education

Bill Lazenby, President; Amanda Rogers-Prince, Vice President;

James Sutherland, Member; Tancie Wilson, Member;

Karson Matthews, Member

District Administration

Darrell Reid, Superintendent/Principal

Faculty

Pam Hunn, PreK, Kg and 1st

Nickie Straub, 2nd & 3rd

Chelsea Meinert, 2nd & 3rd, Art/Drama, Coach

Kelly Gonzales, 4th, 5th & 6th

Rhonda Hanlin, 7th & 8th

Cory Meinert, History & Computer Science/Coach

Kennedy Steinmetz, Math

Kenna Black, English/Special Ed./Counselor

Neil Vitale M.D., Science

Jesse Stovall, Coach

Support Personnel

Peggy Payne, Secretary/Child Nutrition

Jennifer Willis, Paraprofessional

Katie Cooper, Paraprofessional

Cory Meinert, Maintenance Supervisor

Audifa Palma, Head Cook

Kristie Mendoza, Cook/Maintenance

Johanna Wison, Encumbrance Clerk

Sherry Callahan, Payroll Clerk

Philosophy

The philosophy of a school is the foundation upon which educational objectives are established and it is the basis upon which to structure a school program designed to meet the educational objectives. The philosophy is the guideline for doing all that the school does.

For Americans, democracy is the way of life, which provides for a high degree of individual freedom and development. Under a democracy, the worth and happiness of an individual is of the utmost importance.

Democracy recognizes that the very best way to build a better life for all is through a healthy balance of individual and group effort. It must be remembered, however, that democracy is not guaranteed to people by any higher power without regard to their own efforts. Unless they constantly work to improve their way of life, they will eventually discover that they have lost even that heritage of democracy, which has been left to them by their forefathers. The public school system must play a vital role in teaching students the value of democracy and the work that is necessary to maintain democracy.

Democracy recognizes that society is in a constant state of change. All individuals are constantly in a process of physical, mental, social, and emotional change, which is commonly referred to as growth. This growth occurs whether it is directed or not, but when it is directed it is called "education." Many agencies contribute to the education of the individual, but the school is the only agency, which has as its specific purpose the direction of such growth. Our goal is to produce graduates that will become productive members of society. Thus, we believe that it is our responsibility to provide an educational program that will help produce well-rounded citizens. Our foremost focus must be in the area of academics. We have a responsibility to teach students to learn to use their minds well. In addition, we recognize the need to provide education that will lead to healthful living and adequate social and emotional development.

We believe full access to the provisions offered by the public schools of the United States of America to be the birthright of every boy and girl in the nation.

We believe the school's goals should be simple. Each student should master a limited number of essential skills and areas of knowledge. With the rate at which knowledge is multiplying in today's world, it is impossible to teach all knowledge. Thus, we recognize the need to focus on vital knowledge and to provide students with the skills that will allow them to find and construct knowledge on their own.

We believe teaching and learning should be personalized to the maximum extent feasible. We realize that we must study each pupil under our direction as an individual; and learn all we can about his background, interests, aptitudes, abilities, and desires; and attempt to direct his growth toward success as an individual and as part of the group. We must teach the basic fundamentals in a better way than we have done before, but we must teach individuals in order that they may develop into well-balanced, well-rounded citizens physically, mentally, morally, and emotionally.

We believe Lone Wolf Schools curriculum must be designed to prepare students for the future. Thus, we must be visionary in our application of knowledge, technology, and educational methods. We must provide educational programs that will meet the needs of college bound students as well as those with more vocational needs. We must offer a breadth in the school program at all levels, which will provide for the individual needs, interests, desires, and abilities of all students. We must offer a program of guidance and direction, which will enable each student to take the greatest advantage of the part of the school program most suited for him. And we must always work to offer a quality of instruction, which will insure speedy and efficient learning on the part of all students. We must accept the obligation to provide an educational program, which will help each individual develop his/her social, physical, emotional, and spiritual potentialities to the greatest extent possible.

LONE WOLF SCHOOL SONG

Come and join in song together

Shout and might and main

Our beloved alma mater

Sound her praise again!

Refrain:

Lone Wolf High School

Lone Wolf High School

'Ere to her be true

She's the pride of all the Coyotes

Hail to Lone Wolf High

Honor to the orange and black

Banner that we love

It will lead us through the conflict

And our triumphs prove!

Mission Statement

The staff at Lone Wolf Schools recognizes that all students learn differently and that all students deserve an equal opportunity to learn. With the help of parents and community, we will be able to provide an equal opportunity environment to maximize academic, emotional and social growth which will in turn maximize students' potential, to create in students a love of learning so they can be successful members of the community.

Vision Statement

Motivating and Preparing Students for Lifelong Success

Establishment of Policies, Rules, and Regulations

The Lone Wolf Board of Education and the Superintendent of Schools may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, the Principal within the school may establish written rules and regulations consistent with those established by the Board and Superintendent.

Discrimination Policy

It is the policy of Lone Wolf Public School District I002, Kiowa County, Oklahoma to provide equal opportunities without regard to race, color, national origin, sexual orientation, gender or qualified handicap in its education programs and school activities.

Residency Requirements for Attending Lone Wolf

It is the policy of the Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian(s), or person with legal custody. Such a person must have legal residence within the district as defined in 70 OS 1-113 (C). Provided that such parent, legal guardian, person or institution having legal custody contributes in a major degree to the support of such child. Provided further that any child who is self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of the children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with Title 70, O. S. 1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include reasons for assuming custody. The Board of Education shall consider the facts of each case and shall approve residence only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The Superintendent may require the submission of evidence of residence in order to determine whether the student is eligible to attend the public school or program without payment of nonresident tuition. Such evidence may include but not necessarily limited to the following:

- Proof of payment of local person income or ad valorem taxes
- Title to residential property in the district, or valid unexpired lease agreement, or receipts of rent payment
- Proof of provisions of utilities (electric, gas, etc.)
- Valid, unexpired motor vehicle operators permit or vehicle registration
- Maintenance of voter registration
- Notarized affidavit verifying residency
- Notarized affidavit verifying that the adult has assumed the permanent care and custody of the student and that the adult contributes the major degree of support to the student
    - *Filing a false affidavit shall be subject to punishment in accordance with 70 O.S. 1-114*

The Superintendent shall be designated as the Residence Officer. The Residence Officer may be contacted by calling (580)846-9091, or in writing at PO Box 158, or at 1001 Seventh Street, Lone Wolf, OK 73655.

If the Lone Wolf School District denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student may request a review of the decision of the Residency Officer. Request must be in writing and must be received by Officer within 3 school days after denial of acceptance. The request for review shall include any pertinent information which may justify the admittance of the child in the school district.

Upon receipt of a written request for review, the Officer will render a decision and notify the parent of the decision within 3 school days of the receipt of the request for the review.

If the parent disagrees with the review, they may notify the Officer and he will submit all documents reviewed along with findings to the Board of Education. The Board will further review and render a decision at the next Board Meeting. The Board’s decision may be appealed only pursuant to procedure utilized by the Oklahoma State Department of Education.

FERPA Regulations Concerning Student Records

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 students'' educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal or Superintendent a written request that identifies the record(s) they wish to inspect. The principal or Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where their records may be inspected.
2. The right 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 District to amend a record that they believe is inaccurate or misleading. They should write to the school Principal or Superintendent, clearly identifying the part of the record they want changed, and specify why it 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(s) of eligible students when notified of the right to a hearing. Any additional information regarding the hearing procedure will be provided to the parent of an eligible student when notified of the right to a hearing.

   The right to consent to disclosures of personally identifiable information contained in the student's education 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 interests. 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 Board of Education; a person or company with whom the District has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving an official committee (such as disciplinary or grievance committee), or assisting another school official in performing his or her educational tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

   Upon request, the District disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll.

3. The right to file a complaint with the U. S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605
4. A copy of this policy can be obtained from Lone Wolf Public Schools. Copies can be obtained in the Superintendent's, Principal's, and Special Ed Teacher's offices.
5. A translator will be obtained for parents who have a primary home language other than English. In the past, schools have routinely given out information to the media, colleges and other higher institutions

of learning, the military and various other establishments regarding our students. Examples include those pupils making the Honor Roll, sports statistics, class trips, and pictures/dates of graduation students.

However, due to situations which occasionally come up, some parents may not want some personal information released in regard to their children. A parental consent form is to be completed upon enrollment.

Notice to Parents Regarding Child Identification Location, Screening and Evaluation

The Lone Wolf School District makes a continuing effort to locate any children in the district ages 3-21 that may be disabled and/or developmentally delayed who are not currently being served by the school. Law 101-476 recognizes the following qualifying conditions: autism, deaf-blindness, hearing impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay. Students having disabilities may also fall under the protection and guidelines of Section 504 of the Federal Disabilities Act.

Anyone knowing a child who might be in need of services is asked to notify the local superintendent, principal, or special education teacher at **580-846-9091.**

This notice is to inform parents of the child identification, location, and screening and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children ages 3 – 5 and students enrolled K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through local schools.

Screening

Screening activities may include vision, hearing, and health. Other screening may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

1. Readiness Screening

Personally identifiable information is collected on all Kindergarten and First grade students participating in school wide readiness to assess readiness for Kindergarten and First grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

2. Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parents have filed a written objection with the school district.

Educational screening is implemented for all first grade students each school year.

Second through Twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the school system from another state or from within the same state without previous educational screening, shall be educationally screened within 6 months from the date of entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. The term "Evaluation" means the procedures used selectively or procedures used with all children in a school, grade or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information by the schools in the identification, location, screening and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school administrator.

Board Proficiency Promotion Policy

The Lone Wolf Board of Education believes that each child develops physically, mentally, emotionally and socially at an individual rate. Keeping this fact in mind, we realize that all children will not progress educationally at the same rate.

Pursuant to Section 6 of House Bill 1017, students will be provided the opportunity, upon request, to demonstrate proficiency in one or more of the core curriculum areas of social studies, language arts, languages, mathematics, and the sciences. The student who can demonstrate proficiency in the absence of instruction may be able to advance a grade level in grades 1 – 8, or earn High School credit for course grades 9-12.

Proficiency-Based Promotion for Grades 1-8:

Students and parents will make applications for proficiency-based promotion. Application forms will be available from each building principal or from the superintendent's office.

If a student demonstrates 90% proficiency on the examination in all four basic skills areas, that student will be considered for promotion/acceleration after a conference with the parents, teachers, and administrator, during which developmental factors are considered. If a student in grades 1-8 demonstrates proficiency in any basic skills areas after a conference with the parents.

If performance is below the 90% level, the student and parents will be notified within one week that the necessary criteria have not been met and the student may exit from the procedure or request another conference to further explore other placement options.

If a parent or guardian of a student in grades 1-8 requests promotion/acceleration contrary to the

recommendation of school personnel, the parent or guardian shall sign a written statement to that effect and the statement will be included in the permanent file of the student.

Credit by Examination for Grades 9-12:

Students and parents will make an application to take the examination. Application forms will be available from each building principal or from the superintendent's office.

If a student demonstrates 90% proficiency on the examination, a conference will be held within one week with the parents during whom developmental factors will be considered. After the conference if all the criteria are met, the recommendations will be forwarded to the building principal. Credit will be noted as Credit by Exam (CBE) and will be posted as such on the permanent transcript.

If performance is below 90% level, the student and parents will be notified within one week that the necessary criteria have not been made and the student may exit from the procedure or request another conference to further explore other placement options.

If a student does not pass the exam, the exam may be retaken one time, and one time only, after a period of 3 months has elapsed.

The parent of any Lone Wolf School student may request proficiency-based promotion by completing the appropriate application and submitting the request to the building principal. The request shall be made no earlier than one week after the end of the school year and not later than one week after the start of the school year. The test will be administered by the end of the third full week of each school year.

Concurrent Enrollment

Juniors and seniors are encouraged to concurrently enroll at any local college or university, if they are so qualified and inclined. Seniors enrolled in college may attend college classes in the morning and will be exempt from attending high school classes in the morning. A score of at least 19 on the ACT is required to be enrolled concurrently. College classes DO NOT count towards high school graduation.

Technology Center

Students of Lone Wolf High School are encouraged to attend Western Oklahoma Technology Center in Burns Flat. Students attending the Technology Center are to follow these guidelines:

1. Only juniors and seniors will be allowed to attend. Sophomores may be allowed to attend only under special circumstances.
2. Transportation to the Technology Center will be provided by the school. Students will be expected to be at the designated areas on time and ride the bus. Any other arrangements for transportation must be made with the principal by the parents in advance.
3. Technology students attending school-sponsored activities which will cause them to miss their Technology Classes must fill out both the schools' activity sheet and the Technology Activity sheet in advance of the activity.
4. Students attending Technology Center will be expected to obey all regulations of Lone Wolf High school and those of the Technology Center.

Enrollment and Course Study

Each student is to enroll in seven (7) periods, not more than one period is to be devoted to P.E. or competitive athletics. Any student wishing to participate in competitive sports must be enrolled in that physical education class. Four (4) periods should be devoted to the basic requirements of Math, Science, English, and Social

Studies. At the earliest possible time, high school students should select a major area and enroll in as many subjects in that field as time will allow.

Students in grades 10, 11 and 12 should make special effort to seek guidance and counseling from teachers who are experienced in the vocations they have chosen. Special efforts will be made to schedule field trips for cultural enrichment.

Class Changes

Each student has one week from the beginning of each semester to change classes. Class changes at any other time will be at the discretion of the principal. Each student must have a class change sheet from the principal's office, which must be signed by both teachers.

Bell Schedule

First Bell – 7:50

1st Hour 8:10 - 9:00

2nd Hour 9:05 – 9:55

3rd Hour 10:00-10:50

4th Hour 10:55-11:45

LUNCH 11:45-12:15

5th Hour 12:20-1:10

6th Hour 1:15-2:05

7th Hour 2:10-3:10

Absence Policy

No single factor does more to aid a student's success than regular school attendance. The purpose of this policy is to provide uniformity in student attendance recording and to explain the penalty assessment for absenteeism.

Any student in grades 7-12 who accumulate more than ten (10) **unexcused absences** in a semester in any class will receive failing grades for that class for the semester and shall immediately be placed on the Ineligible List until academic credit is granted by a Hearing Panel.

Any student missing two of the first four class periods will be counted absent for one half day in the morning. Any student missing two of the last three class periods will be counted as absent for the entire period.

Any absence/attendance will be documented at the beginning of each hour by the classroom teacher in the Student Information System. The Administration will monitor the number of absences and tardies.

Any student in grades K-6 who accumulates more than twenty (20) **unexcused absences** during the school year will receive failing grades in all classes for the school year and shall immediately be placed on the ineligible list until academic credit is granted by a Hearing panel.

Absences will be classified into four categories:

I. **Excused** Absences: An absence will be excused upon parental confirmation for the following reasons:

a. Illness or injury

b. Funeral

c. Bereavement due to death in immediate family

d. Inclement weather or national disaster which prevents or inhibits the student from arriving safely at school.

e. Four Special Occasion Days per year will be allowed to attend organized activities such as church rallies, conventions, family reunions, etc. Parents must contact school at least 2 days in advance of the expected absence and the student will turn in a sign-out sheet before the Special Occasion Day will be approved.

f. College visitation for seniors not to exceed three days per year.

g. The following absences will be excused upon presentation of a receipt from the proper Professionals:

i. Appointments with doctors, dentists, optometrists, counselors, etc.

ii. Driver's license examinations not to exceed one absence per class per year

iii. Summons to appear in court, unless it is for a violation of the law.

II. **Unexcused**: Includes any reason other than those listed above. The student will be allowed to make up the work missed and will receive zeros if it is not made up. The following are types of absences that will be classified as unexcused upon parental confirmation of reason:

a. Vacations/trips with friends or relatives

b. Working

c. Baby sitting

d. Court appearance for violation of the law

e. Shopping trips

f. Personal or family business

g. College visits for seniors exceeding 3 days

h. Suspension from school

i. Other types of absences which do not meet the criteria for excused absences.

The following are types of absences that will be classified as unexcused upon confirmation by the student:

A. Leaving campus without checking out through the office

B. Any absence for which the office has not received proper notification or verification prior to receiving an admission slip for class.

III. **Cutting class or Playing hooky**: The student will not be allowed to make up work missed and will receive zeros. The following absences will be classified as cutting class:

a. Any time a student is absent for any reason without parental knowledge.

b. Any absence which cannot be classified as excused or unexcused.

c. Skipping school with or without the knowledge of the parent

IV. **Activity Absence**: When a student has completed the paperwork to attend a *school-sponsored* activity, the absence will be classified as an activity absence. Activity absences will not count against the student for the first ten days; thereafter they will be counted like regular absence.

Students will have one day for each day absent, plus one additional day, to make up ALL CLASSWORK missed while absent. Any work not turned in to the instructor on time because of an excused absence or activity absence shall be recorded as a zero.

Parental Responsibilities: When possible, the parent should call or make personal contact with the principal prior to the student being absent. If this is not possible, the parent should call before school on the day the student returns. If it is not possible to call, a note signed by the parent stating the exact reason for the absence will be accepted.

Student Responsibilities: Students who become ill during school must check out through the office before leaving campus. If a student has received permission to be off campus and cannot return due to a sudden illness, he should have his parents call the school and explain why he cannot attend. If it is not possible for the parent to call, then the student should call the school. Parental confirmation should follow as soon as possible. **Students who have been absent are responsible for getting all missed assignments in on time.** Work which was assigned prior to the absence is due upon the student's return to school.

Right to Appeal: As mentioned above, any student having more than ten (10) absences per semester will receive failing grades in all classes for that semester and be placed on the Ineligible List immediately. If a student or parent believes that special circumstances exist which should be considered, they may request a hearing for consideration of the granting of credit. The request for the hearing must be made in writing and presented to the Principal.

The hearing panel will consist of the Principal and Superintendent. The hearing will be scheduled on a day mutually agreeable to the panel, the student and the parent(s).

The student will be allowed to present his/her case before the hearing panel. It is recommended that doctor reports, hospital records, activity forms, and other pertinent information be presented to the panel. Witnesses may also be presented to the panel. Following the presentation of evidence, the hearing panel will be allowed to enter an
executive session to discuss the case. Following the executive session, the student will be informed of the panel's decision. In the case of a split decision, credit will be granted.

The decision of the hearing panel may be appealed to the Board of Education. Written notification of the intent to appeal must be given to the Superintendent within five (5) working days after the panel hearing.

Participation in the Eighth Grade Promotion Ceremony

The requirements to participate in the eighth-grade promotion ceremony shall be the same as the requirements for promotion to ninth grade.

Specifically, the student shall not be failing more than two of the following subjects: Mathematics, English, Science, and History/Civics. Further, the student shall not be failing more than a total of three (3) subjects.

The grades for the promotion ceremony for all students shall be determined on the Friday before the week of the promotion ceremony. Any student not meeting the above requirements will not be allowed to participate in the promotion ceremony.

Permission to Leave School

No student may leave school except at regular dismissal time without permission from the office from an administrator. Students will not be allowed to leave school until the parents/guardians have been notified or the parent/guardian has given the Principal notification. If the student knows in advance that he will need to leave school and the time the student needs to leave, the parents should call the school and give the reason for the student needing to leave campus and the time in which they are to leave. ***The student MUST check out through the office before leaving.*** If students leave school grounds without permission, they will not be

allowed reentry and will be counted absent for the remainder of the day.

Tardy Policy

All students are expected to be on time to all classes. Any student who accumulates three (3) or more unexcused tardies will be subject to disciplinary action as listed below. The tardies will accumulate throughout the entire semester. Records of tardies will be kept in the Student Information System, input by the classroom teacher. Three (3) unexcused tardies in a class count as one absence for test exemption purposes. Anyone more than 15 minutes late for a class will be counted absent for that class. Teachers shall report excessive tardies to the school counselor in writing.

First 3 tardies ---- **Lunch Detention**

6 tardies ---- **In School Detention (ISD)**

9 tardies ---- **3 Days ISD**

This policy is left at the discretion of the building Administrator and is at notice to change

Attendance Policy for Participation in Extracurricular Activities

The Lone Wolf Board of Education feels that student attendance is the most important part of the educational system and feels that attendance must also be a requirement for participation in all extra-curricular activities.
Full-Day attendance the day of an extra-curricular activity is required for participation or attendance in that activity. If the event is scheduled on a Saturday, attendance will be required on the last day prior to Saturday. If the activity is a field trip. Attendance is required the day before.

Students must be in attendance 80% of the time in order to participate in extracurricular activities.

Exceptions to this policy will be made for: (1) family emergencies that are unforeseeable (death in family, funerals, etc.) and (2) doctor appointments that cannot be scheduled for another date.

In the event that an emergency should arise, the school principal should be contacted at the earliest possible time and a request for permission to participate in the activity should be made.

Eligibility Requirements

All students must meet all academic requirements set down by the Oklahoma Secondary School Activity Association (OSSAA) and the Lone Wolf Board of Education in order to participate in any extra-curricular activity. To be eligible, passing grades must be maintained in all classes. Grades are calculated from the beginning of the semester. Students must be both on pace and passing any online course to be considered eligible. The first week a student has a failing grade in any class they shall be placed on *probation*.

If the student has a failing grade in any class for a second consecutive week, then the student is *ineligible* and cannot participate in the extra-curricular activity. To be eligible again, passing grades must be made in all classes. A failing grade for one-semester makes the student ineligible for the first 6 weeks of the next semester.

Any student accumulating more than ten (10) unexcused absences per semester will ***automatically and immediately*** be placed on the Ineligible list until academic credit is granted by a Hearing Panel.

The probation and ineligible list will be put out by the counselor on the first day of the school week. Teachers are to submit eligibility grades through the online grade book before school on Friday for each week that

eligibility is to be calculated. The period of ineligibility will begin on the following Monday and end on the following Sunday. Students listed on the ineligible list will not be allowed to participate in extracurricular activities during that week. Examples of extracurricular activities are ball games, stock shows, cheerleading, dances, banquets, prom, class parties, field trips, fundraisers, and any other school sponsored activity.

School-Sponsored Activities and the Ten-Day Rule

Students who are eligible may be excused from school to participate in school-sponsored activities. However, no student may miss any one class period more than 10 times during the school year while attending activities. An activity sheet is to be turned in to the Principal's office, signed by all teachers, by the sponsor of the activity at least one day before they can attend the activity. If a student fails to turn in an activity sheet before going to the activity, then the student will not be allowed to attend the next activity.

A student may be allowed to miss more than 10 class periods upon approval of the Principal and Superintendent. Days so missed will count against the student for attendance purposes.

The student must also maintain a GPA of 2.75 to be considered for the exclusion.

State Examination Requirements

At this time, the state of Oklahoma is requiring the following achievement tests each spring: Math and English Language Arts grades 3 – 8; Science grades 5 and 8; Juniors (Grade 11) are to take the ACT (paid for one time by the State of Oklahoma) and a Science test and U.S. History test. Students will also be required to take a Citizenship test before graduation beginning in 2023.

Selection of Valedictorian and Salutatorian

Eighth Grade: Primary consideration will be given to the semester grades of previous junior high years and the first semester of the graduating year, as well as grades from the third nine weeks of the graduating year. If a tie exists after calculating cumulative Grade Point Average, then grades from the first nine weeks of the graduating year will be considered. If a tie still exists, co-valedictorians or co-salutatorians will be named.

Senior High: Grade point average will be calculated on semester grades earned during the ninth grade year up to fall semester of the twelfth grade. To be eligible for selection as High School Valedictorian or Salutatorian, a student must have taken the following courses while in High School: 4 years of English

3 years of higher mathematics (Algebra I, II, Geometry, Trigonometry, Math Analysis, Calculus, etc.)
3 years of Laboratory Science (Physical Science, Biology, Chemistry, Physics, etc.) 2 years of History (one must be American History)
1 year of economics, geography, government, world history, etc.
3 years of electives such as computer, foreign language, and citizenship skills, etc. 2 Arts (visual arts or music)

If no one in the senior class is eligible, then the students having taken the greatest number of the classes listed above shall be the valedictorian or salutatorian. Students must have an accumulative GPA of 3.0 or higher in all classes to be eligible.

All students participating in Baccalaureate or Graduation ceremonies must attend ALL scheduled practices. If a student misses a practice, they will not be able to participate in the ceremony. Any exceptions to this policy must be approved by a school administrator prior to being absent.

Board Policy for Transfer Students

The Board of Education has adopted a policy stating that any student who has attended 3 concurrent semesters at Lone Wolf and meets all of the requirements for Salutatorian or Valedictorian will be eligible to compete for such.

Credits for Graduation, Report Cards, and Nine-week Tests

Students who will graduate from high school in the spring semester will be required to earn twenty-three (23) units in order to graduate and receive a High School Diploma.

OKLAHOMA's PROMISE: Oklahoma currently has a program which provides money for high school graduates planning to attend college. In order to qualify, students must take a prescribed college-preparatory curriculum and family income must be no greater than $60,000. **Application may be made during Grades 8, 9 ,10 and 11 with deadline being June 30th of Grade 11**

Credits must consist of:
4 Language Arts: a total of 8 semesters
3 Math: (1 unit Algebra I, and 2 units selected Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, or Computer Science)
3 Laboratory Science: (1 unit Biology, and units from Chemistry, Physics, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy or Applied Science (STEM)
3 Social Studies: (1 unit United States History, ½-1 unit United States Government, ½ unit Oklahoma History, and ½-1 unit of World History, Geography, Economics, Anthropology, Psychology, or Sociology)
1 Fine Art or Speech
1 Personal Financial Literacy
CPR
6 Electives (minimum)
2 Computer Technology
Beginning 2022-2023, students must pass the Naturalization examination with 60 or higher.

**Students wishing to attend Burns Flat Technology Center will be offered the opportunity of taking a required math class on their campus which will count toward the necessary math for graduation. **

Diploma of Honor

4 Language Arts

3 Mathematics

3 Science

3 Social Studies

½ Technology

2 Arts 10 ½ electives

Lone Wolf School Grading Scale

90-100 A (EXCELLENT)
80-89 B (ABOVE AVERAGE)
70-79 C (AVERAGE)
60-69 D (BELOW AVERAGE)
0-59 F (FAILING)

Full time attendance: All students shall be required to attend school for seven (7) class periods per day, except for juniors and seniors who are concurrently enrolled in college.

Computer Usage

Having invested considerable resources in computer hardware and software, the Lone Wolf Board of Education has adopted the following policy to ensure the computers will be properly utilized.

- Students are not to damage, vandalize, or modify in any way, any computer or electronic device or computer peripheral (monitor, mouse, printer, trackball, etc.)
- Students are not to add, modify, or delete software installed on computers, nor to install or run new software on any computer without express permission from school administration.
- Students are not to create, load, download, or view any material on the computer which may violate current school standards or which may be considered vulgar or obscene.
- Students who violate this policy will be suspended from school for at least 3 days, and will be subject to the expenses incurred to repair or replace computer hardware or software, and may be barred from further use of the school's computers.

INTERNET ACCESS TERMS AND CONDITIONS

The Internet is a valuable resource with nearly unlimited sources of information. Materials which are inappropriate for schools and students may still be accessible. Both the internet provider and Lone Wolf Schools have taken extensive measures and available precautions to block access of unwanted resources and information. However, an industrious and knowledgeable user may discover ways to access information that the school deems inappropriate. The following terms and conditions are designed to create a safe and controlled environment for the student:

As a student, I agree to the following terms and conditions:

1. I will not use the internet for transmission of any material in violation of any federal or state regulations. Transmission of copyright material, threatening or obscene materials, materials protected by trade secrets, product advertisement of political lobbying is also prohibited.
2. I will refrain from using profanity and vulgarities on the internet. I will not use the Internet for illegal activities.
3. I will not give out personal information such as my home address, location of school, phone number, or any personal information about myself or any other student or school personnel to anyone via the Internet.
4. I understand that use of email, instant messenger, etc. or any other communications over the Internet are not private, any messages related to or in support of illegal activities may be reported to authorities.
5. I will not use the internet in a way that would disrupt the use of the network by others.
6. I will respect the trademark and copyrights of materials on the Internet, and assume anything accessed via the network is private property.
7. The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.

8. If you discover any way to access unauthorized information or defeat any security measures you must inform the system administrator immediately. You must not share any unauthorized information with any other users.
9. Vandalism of any kind is prohibited.
10. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.
11. I understand that access to the Internet through my school is a PRIVILEGE. School authorities and system administrators can deny student access to the Internet at any time, and their decisions are final.

Internet contract and agreement to these terms will be signed upon enrollment. You will be required to sign the agreement and the agreement will be kept on file for each school year in the Principal's office. A signed chrome book policy will be required in order for a student to be issued a device.

HEALTH AND SAFETY GUIDELINES

Lone Wolf Schools strives to maintain the safest possible school environment.

IMMUNIZATION REQUIREMENTS

Students must be up to date with their immunizations per the Oklahoma State Health Department. A copy of the immunizations will be needed for enrollment each year.

Head Lice Prevention

Head check of students for head lice will be performed as deemed necessary by school personnel. Procedures as recommended by the Oklahoma State Health Department will be followed. Non-disciplinary suspension from school is possible if there is non-compliance by the parents.

A child with live lice should be sent home once found and parent/guardian contact is made. The child should be treated and sent back to school the following day. Before re-entry is allowed the following day, the parent/guardian must be present with the child at the time of arrival for a re-check and remain present until the child has been cleared to re-enter. If significant improvement has occurred and no live lice are found the child may be allowed to re-enter. **Nits do not need to be removed if the parent has treated the child.**

COVID -19 AND Communicable Diseases

In March 2020, the World Health Organization (WHO) declared a global pandemic of the virus COVID-19 or otherwise known as the Coronavirus.

Lone Wolf Schools is committed to being proactive in our approach to stop the spread of the disease. The following actions are taken and encouraged by staff for all students, staff and visitors to follow:

- ❖ Keep children who are sick at home or display symptoms. Do not send it to school. ❖ Teach good and effective hygiene such as washing hands with soap and water for at least 20 seconds. ❖ Teaching children to cover their mouths and noses when sneezing or coughing.
- ❖ Clean and disinfect all surfaces after each use
- ❖ Wear a mask as appropriate; however, not required

AIDS Prevention and Education for Students

Acquired Immune Deficiency Syndrome (AIDS) prevention education will be taught at least once during grade 7 or 8 and at least once during grade 10. The district will use curriculum provided by the Oklahoma State Department of Health. The general objective of the curricula is for awareness of the following 1. Forms of the disease, 2. Methods of transition and 3. Prevention of AIDS from the HIV virus. The curriculum and materials are made available for parents and guardians to inspect. Furthermore the curriculum must be in a time frame dealing with only factual information. No child will be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

Severe Weather and School Closings

In case of a tornado warning, the bell will ring one (1) long ring to sound an alarm.

The classroom teacher should be the last to leave the room. The teacher will take their class roster and check student attendance once safely inside the storm shelter utilizing the red and green ‘check in’ cards with evacuation maps provided.

Sometimes it is necessary to close school due to severe weather. When this decision is made, it will be announced. Please listen for school closings on social media as well as group messages and texts on your phone if you suspect the weather is such as to necessitate closure of the school and its facilities.

Heavy rains: IF heavy rains or hail are occurring at dismissal time, students may be held in the building until the intensity of the storm has passed.

Snow and Ice: Occasionally it is prudent to run the morning bus schedule later than normal due to road conditions. This allows us to avoid dangerous conditions created by congested traffic, snow and ice. If school is to start late, it will be announced on social media as well as by group text message and calls.

Early dismissal is not common because of many working parents. Every effort is made to keep a normal afternoon schedule. Any changes would occur because of unusual circumstances. If early dismissal is warranted,
we usually start the bus schedule one hour early. Because snow and ice conditions make travel slow, early dismissal does not necessarily mean students will arrive home early. Working parents should make arrangements to ensure that their children know where to go for supervision should it be necessary to dismiss early.

FIRE ALARM

In case of fire, the bell will ring three (3) short rings to sound an alarm. IF the bell does not work, a whistle will be used.

The classroom teacher should be the last to leave the room. The teacher will take their class roster and check student attendance once safely outside the building utilizing the red and green ‘check in’ cards with evacuation maps provided.

GENERAL RULES AND REGULATIONS

1. One thousand eighty (1080 Hours) and 166 full teaching days, virtually or in-person, will be scheduled during the school year. Five days may be scheduled for professional meetings and two days for parent-teacher conferences.

2. The school building will be open at 7:30. Students arriving at this time will be required to wait outside unless prior arrangements have been made with administration.
3. When students arrive at school, either before school or at noon, they should proceed to the auditorium and await the bell.
4. Students are to be in their classroom when the tardy bell rings
5. When moving through the halls, students should keep right and avoid gathering in groups which would hinder the movements of other students through the halls.
6. Each student 9th Grade – 12th Grade will be assigned a locker at the beginning of the school year. Locker assignments are for the entire year and exchanging of lockers is not permitted. Pupils are warned not to leave articles of value or money in their lockers; the school cannot and will not be responsible in case of loss or theft. You are to use your locker only. All the student's books, papers, etc. are to be stored in the locker when not in use. Lockers may be searched at any time by the administration.
7. Regardless of the type of sole, shoes will not be permitted on the gym floor at any time if they have been worn outside as everyday footwear.
8. Home basketball games: Anyone who enters the gym and then leaves will have to pay the gate fee to re-enter the ball game. Students who are not participating in the ball game are prohibited from being in the locker rooms or the locker area.
9. All visitors to Lone Wolf Schools must check in with the principal.
10. Eating food, candy, and drinking soda/canned/ bottled beverages is not permitted in the school building during school hours except before school and during noon period. Food and drinks are to be confined to the cafeteria or auditorium. **Students will not take any food or drink from the cafeteria.**
11. The telephone is for business calls to promote school programs- not for social purposes. With permission from a faculty member, a student may use the telephone to promote school welfare.
12. Students participating in competitive athletics or cheerleading must have proof of health insurance on file in the Principal's office prior to participation and a CURRENT physical must be on file prior to first practice.
13. Student Medication: Students must have an appropriate "Consent to Administer" form on file. All information needs to be kept up to date (within one year). All student medications must be checked in at the main office by the parent in the original container. If necessary, a parent/guardian may administer medication to their child at the school office.
14. In case of sudden illness or in an accident resulting in injury occurring at the school, the student will be cared for to the best of the school's ability. The principal, teacher, secretary, or other employee will notify the parents or guardian. Every effort will be made to carry out such a notification in a timely manner. Any student who is injured or becomes ill at school will be kept under observation and control by school personnel until the parent or another properly designated person takes charge of the patient. Emergency services may be called in a life-threatening situation or in a medical emergency beyond the capabilities of the school and staff. No student may be released from school upon his or her own request. If a student is ill, the parents will be notified as quickly as possible.

15. State School Law prohibits the lending of school equipment. No equipment should be removed from the school building without express permission of the Superintendent; then only under the direct supervision of a faculty or staff member.

16. All purchases will be made through the Superintendent's office. No purchase will be honored unless it has *prior* approval and *an approved purchase order* number.

17. Students are not to sit on the stage and in unsupervised areas. The stage area and equipment are off

limits to students unless they are under the supervision of a teacher. No student should be allowed to be alone in classrooms or other areas of the school without the supervision of school personnel.

Areas of Prohibited Student Conduct

Any conduct which causes or which creates a reasonable likelihood that it will cause a disruption in or interferes with any school function, activity, health, safety, well-being, or the rights of other students or school personnel is prohibited.

The preceding statement is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this list, but the following is an enumeration of some of the main areas of conduct which may lead to disciplinary action including, but not limited to: in school suspension, detention, corporal punishment, out-of-school suspension, and/or law enforcement involvement:

1. Stealing, causing damage to, or destroying school property
2. Causing or attempting to cause physical injury or harm to any student, teacher, school employee or visitor on school grounds or during a school function or event.
3. Bullying harassing, threatening or intimidating any student, teacher, school employee or visitor for any reason, including but not limited to, discriminatory reasons on the basis of race, color, national origin, sex or qualified disability.
4. Interfering with school purposes or with the orderly operation of the school by threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means including engaging in any obscene or immoral acts of behavior or using obscene or abusive language.
5. Possessing, using or transmitting any object that in fact or under the circumstances can reasonably be considered to constitute a dangerous weapon.
6. The use or possession of alcohol or drugs in any form, unless it is dispensed by a doctor's prescription (which should be on file at the school), on school grounds at any time is prohibited. Use or possession of alcohol or drugs will result in suspension from school.
7. State law [63 O.S. § 1-1523] and the board policy prohibit the use and possession of tobacco and or e-cigarettes on the school campus or school grounds. Students are not permitted to use, sell or have in their possession tobacco in any form while on school grounds or at school activities. This includes but is not limited to - cigarettes, dip, cigars, and nicotine oil, e-juice, "trippy stix", and any type of vaping product. Students in violation of this policy will be dealt within the following manner:
   - 1st Offense - 1 day In School Suspension, 1 After School Detention, required education course and parental contact*
   - 2nd Offense -2 days In School Suspension, 2 After School Detentions, required education course and parental contact*
   - 3rd Offense - 2 or more days Out of School Suspension, parent contact*

   *Law enforcement may be contacted if circumstances warrant.
   All Lone Wolf Public School sites are smoke/vape free.
8. All student's vehicles must be parked upon arriving at school on Lowe St. between the school and the Annex building, **NOT** on Rock Island Ave.
9. Public display of affection is prohibited.
10. Gambling on school premises or at school events is prohibited.
11. Involvement in any conduct on school premises or during any school function or even which violates local, state, or federal law, where such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, school employees or visitors is prohibited.

12. Refusal or failure to comply with state or local attendance laws including but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
13. Willful failure to comply with the directions of teachers, student teachers, school aides, bus driver's principals, or other authorized school personnel.
14. Repeated violation of any rules or regulations governing student conduct.
15. Participating in any activity which disrupts or interferes with or is likely to disrupt or interfere with, any school function, activity or purpose.
16. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety, or in a manner which causes an interference with school work or which creates a classroom or school disruption.
17. Repeated failure to mark satisfactory advancement toward accomplishing the prescribed goals and objectives for the course and/or school in which the student is enrolled.
18. The principal shall have the authority to detain and authorize the search for dangerous weapons or controlled dangerous substances when reasonable cause exists to warrant such detention or search of any student or students on any school premises or while in transit under the authority of the school. The search shall be conducted by a person of the same sex as the person being searched.
19. Cheating of any form or plagiarism will not be tolerated and may result in a failing grade and discipline from the teacher and administration.
20. The school has a **Closed Campus Policy**. Students are not allowed to leave school grounds without permission of Administration or teachers.

NON-STUDENTS AT SCHOOL EVENTS AND ACTIVITIES

Any non-student on school grounds refusing to leave school grounds when asked to do so can be charged with a misdemeanor, and disturbing the peace. These charges can result in a fine, jail term, or both.
House Bill No. 1718:

It shall be unlawful for any person in attendance at athletic or public entertainment events to project in any manner an object which could cause bodily harm to another person. Any person violating the provisions of this section shall be subject to ejection from the event.

DRUG-FREE SCHOOLS

It is the policy of the Board of Education that all students and employees of this school district be made aware of the board's intention to maintain a drug-free environment. Students and employees who possess, use or distribute illicit drugs (including anabolic steroids or alcohol) shall be subject to referral for prosecution under applicable laws.

Various state and federal laws impose severe penalties for the use, possession or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated (U.S.C.A.) and the Comprehensive Drug Abuse and Control Act of 1970. 21 U.S.C.A. Section 848. Substances Act, Oklahoma Statutes, Title 63, Section 2-10, and others plus various criminal statutes provide state sanctions.

Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available or about hazards associated with drug and alcohol abuse, please refer to the school district's education curriculum.

STUDENTS UNDER THE INFLUENCE OR IN POSSESSION OF DRUGS, ALCOHOL, OR OTHER PROHIBITED SUBSTANCES POLICY

Students found to be under the influence of or in possession of drugs, alcohol, drug paraphernalia, concealed weapons, or other prohibited items will be expelled for the remainder of the current semester and the following semester. Within 10 days of the incident, an evidentiary hearing will be held between the parents and the hearing panel. The hearing panel will consist of the principal and two other people appointed by the principal. If the parent and student present evidence and offer reasons for the student to be reinstated, the hearing panel may waive the expulsion if they feel such evidence and reasons are sufficient for leniency.

The Superintendent 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.

Students and their parents have all rights to due process. If parents have any questions about due process rights, they may contact the school administrator.

GUN-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school or at any school sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation will be removed from school for not less than one calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon (C) any firearm muffler or firearm silencer or
(D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any device similar to the above.
2. Such firearms or weapons will be confiscated and released only to proper legal authorities. Oklahoma Statutes, Title 21, Section 1280.1, prohibits any person, except a police officer or officer of the law or a person authorized by the board of education of the district to have such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers, a weapon as defined below;

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

Any student who violates Section 2 of 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) as determined by the Superintendent and Principal.

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 Principal 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.
NOTE: The school district is required to include, in each application under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school, the number of students expelled from the school and the type of weapons concerned.

GANGS/GANG ACTIVITY

It is the intention of the Board of Education of Lone Wolf School to have zero tolerance for gangs, gang-related activity, gang-related graffiti, etc. With this in mind, the following policy is adopted.
Gang writings are forbidden on papers, notebooks, and on any school property. Any student writing gang-related graffiti on school property (sidewalks, walls, desks, lockers, school books, etc.) will be suspended for at least 3 days. Zeroes will be given on any papers or assignments with gang related writing on them.

Wearing of gang-related clothing is forbidden. This includes but is not limited to hats, bandanas, shirts, coats, pants, shorts, shoes or any display of gang writing, symbols or colors. This ALSO includes any shirt or other article of clothing bearing messages disrespectful of authority, hatred of any particular group of people, disrespectful of America, disrespectful to education and clothing that make a reference to tobacco, drugs or alcohol.

OTHER COURSES OF ACTION

Any student who is guilty of immorality or violation of regulations of the school may be disciplined in a manner consistent with the seriousness of the offense. The Superintendent, Principal, administrative personnel, any teacher or any other person authorized to be in charge of a school function or event, including but not limited to bus drivers, who drive to and from school, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary to promote the safe and efficient operation of the school system.

Such action shall be taken to help any student, to further school purposes, or to help prevent an interference, including but not limited to, counseling, parent conferences, assignments of additional work, rearrangement of class schedules, requiring the student to remain in school hours, or restriction of extra-curricular activity.

JURISDICTION AND PUNISHMENT

The Superintendent, Principals, administrative assistants, and teachers in the Lone Wolf School System shall have the right to exercise the same authority as to conduct and behavior over the students attending this school system, while in transit to the school, and while at school activities as the parent or guardians may exercise over them at home, as provided by the State Law (Article VI, SS 154, 1996 School Laws of Oklahoma).

There will be a standard action of punishment as far as possible for equal or same

offenses. **SUSPENSION FROM SCHOOL**

The following will be grounds for suspension from school:

1. Threatening a teacher
2. Possession or use of drugs

3. Possession or use of alcohol
4. Possession or use of tobacco or vape products
5. Fighting
6. Refusal to empty contents of purses or pockets when requested to do so by a school official
7. Writing gang-related graffiti on school property (walls, sidewalks, textbooks, workbooks, etc.) Suspension will be at least 3 days or more.
8. Bullying or cyberbullying another student, or employee or visitor may result in suspension

GENERAL GUIDELINES

1. The minimum term of suspension shall be 1 day. The maximum term of suspension will include both the current semester and following semester, except for violation of the United States Code, Title 18 SS 921 (suspension for not less than one calendar year) or Oklahoma Statutes, Title 21, SS 1280.1 (suspension for up to one full calendar year).
2. Before a student is suspended, alternative in-school placement will be considered.
3. Students suspended from school will not be allowed to participate in extracurricular activities.
4. Students suspended from school for five (5) days or less will not be allowed to make-up their homework and will receive zeroes for assignments in all classes. During the suspension period.
5. Students suspended from school for more than five (5) days for possession of a dangerous weapon or controlled dangerous substance will not be allowed to make up their homework and will receive zeroes for all assignments in all classes during the suspension period. Note: this is not just restricted to possession of a firearm.
6. Students suspended from school for more than five (5) days will be placed on an education plan designed for the eventual reintegration of the student into school, which provides only for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Art units required by the State Board of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.
7. The education plan will be implemented as follows:
    a. Home work will be assigned and must be picked up by the student between 7:30 and 7:45 am. That day's homework must be turned in by the student between 4:00 and 4:30 to receive credit for that day's work. Homework may be picked up and turned in at the Principal or Superintendent's office. Homework not picked up and turned in will be recorded as zeroes. Regular academic credit will be granted for work satisfactorily completed.
    b. Students suspended for 10 days or less will be tested over the homework assigned for the time of the suspension on the day they return to school. This test will cover only homework assignments given during the suspension and will become part of the student's grades. For long-term suspensions of more than 10 days, the student will be required to take the Oklahoma Proficiency Test to receive credit for work done during the suspension.
8. A copy of the education plan will be given to the suspended student's parent or guardian. The parent or guardian is statutorily responsible for seeing that the student complies with the plan in a supervised, structured environment and bears responsibility for monitoring the student's educational progress until the student is readmitted into school
9. Students shall receive zeroes for all assignments in non-core or elective classes during the suspension period.
10. Students suspended for a violent offense which is directed towards the classroom teacher shall not be allowed to return to that teacher's classroom without the approval of the teacher. In this situation, if a class is required for graduation and the teacher's approval is not obtained, the student will have to take the class by correspondence and bear the cost of doing so.

REFERENCE: House Bill 2130, 1997 Session

In the event of disciplinary action involving suspension of the student, the Principal shall proceed as follows: 1. Attempt to orally notify the student, and the parent or guardian, stating the reason for the suspension, the term of suspension, and the right to appeal the suspension.

2. In writing, notify the student, and the parent or guardian stating the reason for the suspension, the term of the suspension and the right to appeal the suspension.
3. If appropriate, the student and parent or guardian will be given, in writing, a copy of the education plan and the procedure for its implementation.

The Right to Appeal the Suspension

1. The student, parent, or guardian shall have the right to a hearing before the Principal 2. The decision of the Principal may be appealed to the Superintendent
3. The decision of the Superintendent may be appealed. If the suspension is for ten (10) days or less, the Superintendent's decision may be appealed to the Suspension Hearing Committee or the Board of Education, the student shall give notice in writing to the Superintendent during the next three (3) working days. IF the notice of appeal is not received at the designated time, the suspension shall be considered final.
4. A student requesting an appeal will not begin serving their suspension until the hearing has been held and investigation completed. Once the process has been completed, a decision will be made as to guilt or innocence and appropriateness of punishment assessed.

DETENTION

Detention will be assigned at the discretion of the teachers and administration. Detention will be assigned by the teacher and/or administrator. Detention time may be at lunch, after school, or before school depending on the offense. If a student skips detention, without valid excuse, the time will be doubled and could result in suspension from school.

Detention may be assigned for:
1. Excessive Tardies
2. Class Disruptions
3. Violation of any School Policies

Detention Rules:

1. Be on Time
2. Bring Something to work on
3. No talking while in Detention
4. No cell phone use while in detention

Cell phones will be taken by the Principal and if confiscated, must be picked up by a parent/guardian. *Excessive detentions may be cause for suspension from school.*

CORPORAL PUNISHMENT

The following guidelines will be observed when giving corporal punishment (swats). Permission from the parent or guardian must be given. A Corporal Punishment Permission form should be signed by parents at the beginning of school, indicating whether or not the school may give corporal punishment to their child.

1. No more than 3 swats per day shall be given

2. Swats will be given in the Administrator's office only
3. Swats will be given only by a professional staff member and will be witnessed only by at least one other professional staff member. The parent or guardian will be notified whenever swats are given to their child.

FUND RAISING PROJECTS

Fund-raising sales of merchandise within each school, club or organization to the community shall be limited to no more than three (3) per school year. Each fund-raiser is to be approved at least two weeks in advance by the building Principal or Superintendent and Board of Education.

RETURNED CHECKS

The collection procedure for returned checks will be as followed:

1. One letter will be sent notifying the party that a check has been returned
2. The party will have two (2) weeks to make arrangements to take care of the check
3. If arrangements are not made, a certified letter will be sent and a $10.00 collection fee will be added to the amount of the check.

SCHOOL-SPONSORED PARTIES, FIELD TRIPS, AND OTHER ACTIVITIES On all school-sponsored activities, there will be at least one (1) adult supervisor for every five (5) students. On all overnight trips, there will be at least one (1) adult in every hotel room. Reservations will be made with a hotel having an inside corridor. Motels with exterior exit doors will not be used.

Each class will be allowed to have 1 Class party per semester. Grades 9-12 will also be allowed to have one field trip per school year. Transportation shall be provided by the school for the trip. The class may
not go more than 200 miles one way.

Class parties and field trips must be scheduled two weeks ahead of the planned date and approved by administration. Students must be eligible to participate in class parties and field trips. Parent permission slips are to be signed by the parent/guardian and returned to the class sponsor before the student will be allowed to attend the activity.

Any other trips must be approved by the administration.

There will be no more than 3 basketball scrimmages per year.

Junior High basketball shall end the week of the State Basketball Tournament. Grade school basketball shall end March 31 each year. Grade school players shall participate in only 2 tournaments. All OSSAA rules shall be followed for Junior High and High School athletes.

Any changes in this schedule must be approved by the administration.

EXTRACURRICULAR USE OF A SCHOOL BUS

It is the policy of the Lone Wolf Board of Education to allow the use of buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions:

1. Buses or district-owned vehicles used for education field trips and by student organizations are accepted as an extension of the classroom/classroom activity
2. Students must ride school provided transportation to any school sponsored activity.

3. When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of transportation.
4. Students participating in such activities must return in the same vehicle in which they departed unless permission is granted from the activity sponsors to return with their parents (only).
5. School buses will not remain away from the school district following extracurricular activities to transport students to or from celebrations, parties, etc. Unless such events are sponsored by the school district.

CHEERLEADING GUIDELINES

Cheerleaders are an integral part of the extracurricular activities of the Lone Wolf School System and, in doing so, represent the school when they are in uniform and when performing. Their behavior is a constant reflection of the school and they should be a proud reflection of school spirit both during school hours and in the community.

The following guidelines will be used for selection and participation in activities for cheerleaders: 1. Cheerleaders will be chosen at each level (elementary, Junior High, and senior high). They will be selected in a formal try-out process and judged by a non-partisan set of judges. All candidates will meet the guidelines set forth by OSSAA to be eligible for camp, tryouts and maintain eligibility throughout the school year.

2. An alternate may be chosen in the event that a cheerleader moves, fails to maintain eligibility, etc. 3. Once selected, if a cheerleader quits, that student forfeits the right to tryout the following year, except for extenuating circumstances, as determined by administration.

4. The selection of uniforms will be a group effort involving coach, parents, and cheerleaders and must be approved by administration.

5. Attendance at practices and games:

a. Cheerleaders must ATTEND all practices. Be present and on time and dressed accordingly. b. Must attend all games.

c. Cheerleaders missing more than 6 practices and/or games will be dismissed from the squad. 6. Transportation to basketball games will be furnished by the school. Cheerleaders must follow the same guidelines as athletes. Cheerleaders will ride to all away ball games on school transportation—we are a team and we arrive as a team. 7. Demerits:

a. A cheerleader may receive demerits for inappropriate behavior or failure to carry out specified duties while representing the school. Demerits will be given only by the cheerleading sponsor and the cheerleader will be notified as soon as possible after the incident.

i. 1st demerit: notice given to athlete
ii. 2nd –parent conference/warning
iii. 3rd – dismissal from squad

b. A major infraction of the rules could result in more than one demerit being given

The above guidelines are designed to strengthen the cheerleading program and should not be viewed as a deterrent.

Homecoming Queen and King, Prince and Princess

All king and queen (10-12th grade) and Prince and Princess (7-9th) candidates must meet eligibility requirements for participation in activities. One girl and one boy from each class (7th-12th) will be chosen as

the candidate to represent that class. Each candidate must participate in sports or be a cheerleader. Members of the boy's teams will select one girl from each class and from those candidates they will choose the homecoming royalty. The cheerleaders and members of the girls' teams will choose one boy from each class (7-12th) and from those candidates will elect homecoming king. Escorts will be selected using the same process used for royalty. Pre-K escorts will be for Jr. High and Kindergarten for High School.

Prom and Banquet

The junior class is responsible for the banquet honoring the graduating seniors. The banquet will be for members of the junior and senior classes only. The Board of Education, Superintendent, High School Principal, Junior and senior class sponsors and Junior and Senior Class parents will be allowed to attend the banquet free of any cost as well as spouses of the aforementioned. All other adults attending the meal must pay the price of the meal.

The prom, which is sponsored by the senior class, will include Lone Wolf juniors and seniors and their dates, plus Lone Wolf sophomores if they are a server or a date of one of the juniors or seniors. Dates can be grades 9-12 and must fill out a form and be approved by the Administration if from another area, town or school.

The following rules and regulations have been approved by the School Board concerning the prom:

1. Anyone on the Ineligible list will not be allowed to attend.
2. Sponsors have the right to refuse entry or to remove anyone.
3. No one may leave the prom then return.
4. School dress code will be applied.
5. No alcoholic beverages or Drugs will be allowed, anyone under the influence will be turned over to the authorities. 6. No tobacco use will be allowed, including dates at the prom 7. Prom list should be handed in two weeks prior to the calendar date of prom, any changes must be approved by the Principal.

Dances other than Junior-Senior Prom

Dances other than the Junior-Senior prom must be approved by the Board of Education at least two week prior to the date of the dance. Participation in the dance will be limited to Lone Wolf students and students of surrounding schools who have filled out a dance permission form signed by their administration. Students who have already graduated High school will not be allowed to attend.

Other guidelines:

1. Students must be eligible
2. Dances must be chaperoned by at least one member of school faculty and other adult sponsors
3. All Dances must end by midnight
4. Anyone who leaves the dance will not be allowed to return
5. No tobacco use will be allowed on school property
6. No alcoholic beverages or drugs will be allowed.
7. Administration and dance sponsors will have the right to refuse admission or remove anyone.

DRESS CODE

Lone Wolf Schools strives to create a safe and healthy environment so that all students can be successful. We do not want to draw away from the school's learning environment.

The following guidelines are only guidelines, and any restrictions in addition to those mentioned that are necessary

for the preservation of the health, safety, and moral standards of the student body will be enforced. We strive to recognize fashions while maintaining respect for ourselves and our school.

1. All students must wear shoes.
2. Students shall not wear any clothing or dress in any manner that is too revealing or not in conformance with community standards of decency or inappropriate for school. This includes but is not limited to: A. See through clothing
   B. Bare midriffs or tank tops.
   C. Hats may not be worn inside the school building, unless medical or religious exemptions apply. Hoods on hoodies cannot be worn on the head inside the building, without teacher approval.
   D. Unbuttoned shirts or blouses
   E. Extremely short or tight fitting clothing (yoga pants) or cutoffs, skirts, or other clothing are not allowed. Shorts must be hemmed. Boxer shorts worn as shorts are not allowed. Sophie shorts are not to be worn during the school day (only practice).
   F. All shorts must be within 4 inches of the knee. (measured with the knee on the floor to the bottom of the hemline)
   G. All miniskirts and short dresses must apply to the 4-inch rule.
3. Wearing of gang-related clothing is forbidden. This includes but is not limited to hats, bandannas, shirts, coats, pants, shorts, jewelry and shoes or any display of gang colors referencing a gang in the Lone Wolf district.
4. Shirts or articles of clothing and jewelry bearing messages referencing tobacco, alcohol, or illegal drugs are forbidden.
5. No chains (choke, belt or billfold) except necklaces.
6. No sagging or baggy pants allowing undergarments to show
7. No baggy style pants with pockets in excess of 8 inches in length.
8. No blankets allowed.

Cell Phones – State Law: Senate Bill 139 (Bell to Bell Ban on Cell Phones)

Students will not be allowed to have cell phones, iPods, headphones, ear buds, handheld communication devices or electronic paging devices while at school. Devices brought to school will be checked in and stored in a locker by the teacher or office staff before the first bell and returned to the student after the last bell. Students found in possession of or using a device will be subject to the following discipline plan:

1st offense – Device is taken and returned at the end of the day.

2nd offense – Device is taken and the parent/guardian must pick up the device.

Every offense after the 2nd will result in the parent/guardian picking up the device and possible ISD.

Bus Behavior and Discipline Plan

The school bus driver is the authority of the passengers on the bus. Bus drivers in the course of conveying students to and from school or school functions are authorized to take such action in connection with student behavior as is reasonable or necessary to promote safety. All students in our school system who ride a bus are subject to the following regulations:

1. Leave home early enough to arrive at your bus stop on time
2. Wait for your bus in a safe place
3. Enter your bus in an orderly manner, and take your seat

4. Follow the instructions of your school bus driver
5. Remain in your seat while your bus is in motion
6. Keep your head and arms inside the bus at all times
7. Keep aisles clear at all times
8. Remain quiet and orderly
9. Be courteous to your bus driver and fellow passengers. Do not distract the bus driver. 10. Be alert to traffic when getting on and off the bus

It is the responsibility of the bus driver to report violators of the above safety regulations to the appropriate principal. The following action will be taken by the Principal:

First offense: conference with the student

Second offense: Conference with the student and parent phone call or in writing

Third offense: Automatic suspension of bus riding privileges, the length of time will depend on the offense and is up to the Principal. Parents will be notified

Student activity travel: Students must return on the bus in which they were transported to the activity unless they are released to parents by the person in charge, coach, sponsor, etc. For safety reasons we only release the student to their own parent/guardian.

Cars, Cafeteria, and Noon time

1. Students who drive to school must provide the office with a copy of their valid driver's license and insurance to keep on file.

2. Students may drive cars to school *if they have a valid driver's license and insurance,* but once they are parked, the car is to remain parked until the school *buses have left* after school. **Cars are off-limits to students during the day.**

3. Cars are not to be driven during lunch and students are not to be riding around during lunch time. *Students may be picked up by a parent/guardian for lunch after receiving prior permission from the principal.*

4. No weapons, drugs, alcohol or tobacco of any kind may be brought to school in a

vehicle. 5. No cafeteria cups allowed outside of the cafeteria.

6. Students entering the cafeteria for the noon meal will enter through the west door and line up properly along the south wall and file orderly by the people serving the food and taking lunch money. Cutting in line or saving a place for someone else is prohibited.

DEFACING SCHOOL PROPERTY

School property must not be marred, defaced or destroyed under any circumstances. Writing on, carving with knives or other sharp objects on any part of the building interior or exterior, desks or other property is absolutely prohibited. Section 526 School Laws of Oklahoma (1971) makes a parent responsible for up to $1500 for willful destruction of school property by their children. Penalty for such action is subject to the discretion of the principal.

GYM USE

The gym may be used for any school sponsored athletic event but a coach must be in attendance. Teachers and coaches must pay close attention to the upkeep of the gym and the enforcement of rules:

a. Street shoes are prohibited on gym floor
b. No one may use tobacco of any form at any time in the gym

SITTING ON THE DESKS

Students are not allowed to sit on top of desks or tabletops. If a warning is not sufficient other disciplinary action will be taken.

AFTER HOURS GYM USE

The gym may be used by students after regular hours and on holidays, subject to the following guidelines:

1. Students using the gym must be enrolled in one of the school's athletic programs.
2. Scheduled practices and coaches use of the gym will have first priority
3. A parent must check out a key with the Superintendent.
4. A sign-in / Sign-out sheet for all students using the gym must be filled out by the parent checking out the key. 5. Only students who are actually practicing are allowed in the gym.
6. **Shoes worn outside the gym will not be allowed on the gym floor**

EATING IN CLASSROOMS

There will be no eating of food, candy, or drinks in the classrooms without the permission of the teacher. On special occasions, they may eat or drink with permission given by the Lone Wolf Administration.

TEXTBOOK SECTION

1. The Lone Wolf Public School System will appoint a curriculum committee to screen, examine and select textbooks provided by and in accordance with the regulatory body of the State Textbook Committee
2. The Curriculum Committee appointed by building principals will consist of representatives that teach in the area of the textbooks to be considered.
3. Careful attention will be given to educational excellence and moral standards.
4. The cost of student textbooks which have been destroyed or lost will be reimbursed to the school at the following rate: New book 100% of cost

2nd year 80% of cost

3rd year 60% of cost

4th year 40% of cost

5th year 20% of cost

Over 5 years old $10.00

5. The above policy also applies to hardback library books

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of our buildings for asbestos. The district has complied with this act. A management plan which documents these inspections is on file for the public to view in the superintendent's office. The asbestos identified in our management plan is checked regularly by an asbestos company and our staff to scrutinize any changes in material. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate persons as defined by law.

LONE WOLF PUBLIC SCHOOLS POLICY PROHIBITING HARASSMENT, BULLYING AND VIOLENCE

1. The Lone Wolf Public School System has created the policy of this District to maintain a learning environment that is free from harassment or bullying because of an individual's race, color, sex national origin, or disability. 2. It shall be a violation of District policy for any teacher, administrator, or other school personnel of this District to harass or bully a student through conduct of a sexual nature, or regarding race, color, national origin or disability as defined in this policy.
3. It shall also be a violation of District policy for any teacher, administrator or other school personnel of this District to tolerate sexual harassment, harassment or bullying because of a student's race, color, national origin, ethnicity, or disability as defined by this policy, by a student, teacher, administrator, or other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the School district.
4. For the purpose of this policy, the term "school personnel" include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. 5. The school system will act to promptly investigate all complaints reported, either formal or informal, verbal or written, of harassment or bullying because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment or bullying occurred, to promptly and appropriately discipline the student, teacher, administrator or other school personnel who is found to have violated this policy, and/or take other appropriate action reasonably calculated to end the harassment.

DEFINITIONS REGARDING HARASSMENT

A. Sexual harassment

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. The unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include

- Sexual advances
- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or opposite sex
- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts. ● Coercing, forcing, or attempting to coerce or force sexual intercourse or sexual nature ● Graffiti of a sexual nature
- Sexual gestures
- Sexual or dirty jokes
- Touching oneself sexually or talking about sexual activity in front of others.
- Spreading rumors about or rating other students as to sexual activity or performance ● Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This

prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to person's or persons property or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.

● Other unwelcome sexual behavior or words, including demands for sexual favors when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

B. Harassment or bullying because of *Race, color, sex, ethnicity, national origin, religious affiliation or physical or mental disability:* For purposes of this policy, racial harassment or bullying of a student consists of verbal or physical conduct relating to an individual's race, color, etc. when 1. The harassing or bullying conduct is sufficiently severe, persistent, or pervasive that is affects the student's ability to participate in or benefit from an educational program or activity , or creates an intimidating, threatening, or abusive educational environment;

2. The harassing or bullying conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3. The harassing or bullying conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment or bullying because of race or color, etc. include

o Graffiti containing racially offensive language
o Name calling, jokes or rumors
o Threatening or intimidating conduct directed at another because of race or color, etc. o Inappropriate notes or cartoons
o Racial or inappropriate slurs, negative stereotypes, and hostile acts which are based upon another's race or color o Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes o Any physical act of aggression or assault upon another because of, or in a manner reasonably related to race and color o Other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, etc.

Reporting Procedures

Any student who believes he or she has been the victim of sexual, harassment or bullying based upon race, color, national origin, sex, religion, or disability by a student, teacher, administrator or other school personnel in Lone Wolf School District or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extra-curricular activities, under the auspices of Lone Wolf School District, is encouraged to immediately report the alleged acts to an appropriate School District official designated by this policy.

Any teacher, administrator or other school official who has or receives notice that a student has or may have been victim of sexual harassment, harassment or bullying based on race, color, national origin, religion, sex, or disability by a student, teacher, administrator or other school personnel of the Lone Wolf School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and extra-curricular activities , under the auspices of Lone Wolf School District, is required to immediately report the alleged acts to an appropriate School District official designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment,

harassment, or bullying based on race, color, national origin, ethnicity, religion, or disability as set forth above, is encouraged to immediately report the alleged acts to appropriate School District officials designated by this policy.

The Lone Wolf School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the office of the Superintendent of the Lone Wolf School District, but oral reports will be considered complaints as well. Use of formal reporting forms is not mandated but encouraged. Nothing in this policy shall prevent any person from reporting harassment or bullying directly to a District Human Rights officer or Superintendent. A. In each building, the (building principal) is the person responsible for receiving oral or written reports of sexual harassment, harassment, or bullying based on race, color, national origin, religion, or disability and shall inform the Superintendent immediately. Upon receipt of a report, the principal must notify the School District Human Rights officer immediately, without screening or insist upon a formal complaint.

A. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the Human Rights officer. If the report is given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made and filed directly with the Superintendent or the School District Human Rights officer by the reporting party or the complainant.

B. The School Board has designated it is the responsibility of the school district Human Rights' Officer to identify, prevent, and remedy harassment or bullying. The District Human Rights' Officer shall: ● Receive reports or complaints of sexual harassment, and harassment or bullying based on race, color, national origin, sex, or disability

- Oversee the investigative process
- Be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension and compliance with this policy
- Arrange for necessary training required for compliance with this policy
- Insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment or bullying and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful

harassment or bullying, recommend appropriate discipline and remedies when harassment or bullying is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation. ● If any complaint involves a Human Rights officer, the complaint will be filed directly with the Superintendent.

The school shall conspicuously post this policy against harassment, bullying and violence in a place accessible to students, faculty, guests, administrators and all others such as members of the public can easily

see. This notice shall include the name, mailing address and telephone number of the Human Rights officer and of the United States Department of Education, Office of Civil Rights.

C. A copy of this policy shall be available upon request of parents, students and other interested parties. D. The school board will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as necessary for the school board, in consultations with the district human rights officer, determines is necessary or appropriate. E.

This policy will be reviewed annually for compliance with state and federal law
F. The School District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure of obligations.

V. INVESTIGATION

Upon receipt of a report or complaint alleging sexual harassment, harassment or bullying based upon race, national origin, sex, religion or disability, the Human Rights' Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by school district officials or by a third party designated by the school district.

The Investigation may consist of personal interviews with the complaint ant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the valuation of any other information or documents which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider

- ✓ The nature of the behavior
- ✓ How often the conduct occurred
- ✓ Whether there were past incidents or past continuing patterns of behavior
- ✓ The relationship between the parties involved
- ✓ The race, national origin, sex and age of the victim
- ✓ The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- ✓ The number of alleged harassment or bullying
- ✓ The age of the alleged harasser or bullier
- ✓ Where the incident(s) occurred
- ✓ Whether there have been other incidents in the school involving the same or other students ✓ Whether the conduct adversely affected the student's education or educational environment

Whether a particular action or incident constitutes a violation of this policy and requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed (no later than 14 days from receipt of the report). The school district Human Rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the school board. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The school district human right's officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also

pending or has been concluded.

VI. SCHOOL DISTRICT ACTION

Upon receipt of a report that a violation has occurred, the school district will take prompt appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies for violations of a similar nature or degree of severity. In determining what is appropriate response to finding that harassment in violation of this policy has occurred, the School District shall consider:

- o What response is most likely to end ongoing harassment or bullying
- o Whether a particular response is likely to deter similar future conduct by the harasser or others o The amount and kind of harm suffered by the victim of the harassment or bullying
- o The identity of the party who engaged in harassing conduct
- o Whether the harassment was engaged in by school personnel, and if so, the school district will also consider how it can best remediate the effects of the harassment or bullying.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of an Oklahoma criminal statute, the school board shall also direct the school district human rights officer to report the results of the investigation to the appropriate law enforcement agency charged with the responsibility for handling such crimes.

The results of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the school district in accordance with state and federal laws regarding data or records privacy and consistent with the privacy rights of the alleged harasser or bully.

If the results of the school district's evaluation of a complaint of harassment or bullying results in a conclusion that an individual has engaged in unlawful harassment or bullying in violation of this policy, or that the school personnel have failed to report harassment or bullying as required herein that individual may appeal this determination by use of established school board procedures for appealing other adverse personnel and/or education related actions. If the results of the school district's evaluation of a complaint of harassment or bullying results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment or bullying and believes that this conclusion is erroneous may appeal this determination by the use of established School Board procedures for appealing other adverse personnel and/or education related actions.

Copies of all complaints of harassment of bullying and the investigations conducted pursuant to them shall be maintained for a period of (two) 2 years at the administrative office of Lone Wolf Public School.

REPRISAL

Submission of a good faith complaint or report of sexual harassment or bullying based upon race, color, disability or national origin will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments.

The Lone Wolf School District will discipline or take appropriate action against any student, teacher,

administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial,
ethnic or disability related harassment or bullying or violence or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or bullying or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment or bullying.

LONE WOLF SCHOOL DISTRICT POLICY AGAINST SEXUAL HARASSMENT, HARASSMENT OR BULLYING BASED UPON RACE, NATIONAL ORIGIN AND DISABILITY

1. Everyone at Lone Wolf Public School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment and harassment and bullying because of race, national origin, and disability.

2. A harasser or bullier may be a student or an adult. Harassment or bullying may include the following when related to sex, race, national origin, or disability.

a. Name calling
b. Pulling on clothing
c. Graffiti
d. Notes or cartoons
e. Unwelcome touching of a person or clothing
f. Offensive or graphic poster or book covers, or
g. Violent acts

3. If any words, or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, principal or human resources officer.

4. You may also make a written report. It should be given to a teacher, counselor, and principal or human resource officer.

5. Your right to privacy will be respected as much as possible.

6. We take seriously all reports of sexual harassment, harassment or bullying based upon race, national origin, and disability and will take all appropriate action to investigate such claims to eliminate that harassment or bullying and to discipline any persons found to have engaged in such conduct.

7. The Lone Wolf School District will also take action if anyone tries to intimidate you or take action to harm you because you made a report.

8. This is a summary of this district's policy against sexual harassment, harassment, or bullying because of race, national origin, and disability. A complete copy of the policy is available at the Superintendent's office upon request.

SEXUAL HARASSMENT, HARASSMENT, OR BULLYING BASED UPON RACE, NATIONAL ORIGIN, AND DISABILITY ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

Human Rights Officer: Superintendent or Administrative Designee
Lone Wolf Schools
PO Box 158
Lone Wolf, OK 73655
(580) 846-9091

If a matter is not resolved at the Superintendent level, a hearing can be requested *in writing* before the

Lone Wolf School Board.

REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT AND HARASSMENT OR BULLYING BECAUSE OF RACE, NATIONAL ORIGIN, AND DISABILITY

Complainant _____

Home Address _____

Work Address _____

Home Phone _____

Work Phone_____

Date of alleged incident (s) _____

Did the incidents involve sexual harassment _____ racial harassment ____ harassment or bullying because of national origin _____ harassment because of disability (check all that apply)

Name of person(s) you believed harassed or bullied you or another person

_____

Documentation: Describe the incident as clearly as possible, including all facts, dates, times and any verbal exchanges or physical exchanges, demands. Attach additional pages as needed.

When and where did the incident occur? _____

List all witnesses who were present _____

This complaint is based upon my honest belief that _____ has harassed or bullied myself or another person. I hereby certify that the information I have provided in the complaint is true, correct, and complete to the best of my knowledge.

(Complainant's Signature) (Date)

(Received by) (Date)

Dear Parent,  Lone Wolf Public School

Our school has updated our policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type, including Over-the-Counter drugs given during school hours, you have the following choices:

1. You may come to the school and give the medication to your child at the appropriate time(s).

2. Take a copy of the Authorization for Dispensing Medication form from the school administrative assistant to your child's doctor and him/her complete the form by listing the medication needed, dosage, and number of times per day that the medication is to be administered. This form must be completed by the physician for each new school year. **Medications** *must be brought by you to the school* in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. In addition, **Over-the-Counter drugs** (Tylenol, Motrin, Tums, etc.) must be received in the original container, labeled with your child's name, and will be administered according to the dosage instructions. **All Over-the-Counter** medications must have *a signed Permission slip,* which can be picked up at the Front Office, before medication is given.

3. Students requiring medication for asthma, anaphylaxis reactions (or both), and diabetes may *self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.* Students must demonstrate the necessary knowledge and development maturity to safely assume responsibility for and management of self-carry medications according to the **Self-Administration Consent** Form. These forms can be obtained from the administrative assistant.

School personnel will not administer any medications to students unless they have received the correct Medication Consent form properly completed and signed by the doctor and or parent/guardian. All medication(s), drug(s), must be received in the original container (this includes any Over-the-Counter medications). If you have questions about the medication policy, or other issues regarding the administration of medication in Lone Wolf Public School, please contact Miss Zuniga, administrative assistant or Mr. Sager, superintendent/principal.

Thank you for your cooperation,

Darrell Reid

Superintendent/Principal

LONE WOLF PUBLIC SCHOOL

Authorization for Dispensing Over-the-Counter Medication

Child's Name: _____ DOB: _____ Grade: _____

Allergies: _____

_____

Medication: dose, strength, frequency, and expiration

Name: _____

Strength of Medication: _____

Dose & Time to be given: _____

Expires: _____

Over-the-Counter drugs must be received in the original container, labeled with your child's name and will be administered according to the dosage instructions. Over the Counter Medication (Tylenol, Motrin, etc.) will not be given to students unless we have these things in place at the school.

The information above is to the best of my knowledge, accurate at the time of writing and I give my consent for education staff to administer the medication in accordance with school policy.

I will inform the school immediately in writing if there is any change in dosage or frequency of a medication and if a medication is stopped.

Parent/Guardian Signature: _____ Date: _____

LONE WOLF PUBLIC SCHOOL

Authorization for Dispensing Prescription Medication

Part I: To Be Completed by Physician

Child's Name: _____ Diagnosis: _____

_____ _____ _____ _____

Medication Route of administration Dosage Time / Frequency

If PRN, state frequency or indication: _____

Duration of treatment: _____

Possible side effects and adverse reactions: _____

_____

Other recommendations: _____ Is

this drug covered by the psychotropic drug law? _____Yes _____ No

_____ _____ Physician's
Name (printed or typed) Telephone Number

_____ _____ Physician's
Signature Date

Part II: To be Completed by Parent / Guardian

I authorize school personnel to see that my child _____ receives the

medication prescribed by _____.

_____ _____

Parent's/ guardian's name (printed or typed) and Telephone number

_____ _____

Parent's / guardian's signature and Date