Whitebead School
Student Expectations, Policies, Procedures & Safety Guidelines
2026-2027



16476 N County Rd 3200
Pauls Valley, Ok 73075
405-238-3021

Welcome to Whitebead School
"Where YOUR Future Begins"

Dear Parent or Guardian,
The faculty and staff of Whitebead School are committed to ensuring that every student is safe, challenged and ready for their future. Our primary goal is to ensure that all students learn to read fluently at or above grade level and are able to make the connection between reading and writing as they express their thoughts through writing. We strive to ensure that our students are proficient in mathematical computation and problem solving. We are committed to maintaining a culture of "continuous improvement" that enables our students to reach academic goals in a school setting that is safe, secure, and conducive to social/emotional growth.

We are pleased to welcome your family into our school and ask that you join us in the commitment to do whatever it takes to ensure that each student is successful at school. You can help by making sure that your child is:

- **Rested and ready to learn**
- **Present - not absent**
- **On time (school begins at 7:50)**
- **Prepared - (has homework, necessary supplies, lunch plans, etc)**

The best way for us to ensure that goals are being met (yours and ours) is to maintain an open line of communication. It's important for your child to see that we are on the same team. Please do not hesitate to ask questions, make suggestions, or express concerns.
Visit our Facebook at "Whitebead School District" for up-to-date information on happenings at Whitebead School. You may reach the school office at 405-238-3021 or contact any teacher via email.

We need you to be a part of our best year yet!

WHITEBEAD ARRIVAL/DISMISSAL PROCEDURES

Arrival at School
Students should not be dropped off before 7:30 a.m.
The building will open at 7:30 a.m. with all students reporting to the cafeteria for breakfast, playground, or to the auditorium.

7:50 a.m. - Students dismissed from the playground/auditorium to classrooms. Each school day begins with a *Pledge of Allegiance, Moment of Silence* and other announcements as appropriate.

Students arriving after 8:05 must go to the office for a tardy slip before being admitted to class.
TARDIES WILL COUNT AGAINST PERFECT ATTENDANCE RECORDS.

All students should be dropped off at the North entrance (Main Entrance). STUDENTS SHOULD NOT BE DROPPED OFF EARLY AS THE DISTRICT WILL NOT BE RESPONSIBLE FOR ACCIDENTS AND INJURIES OCCURRING WHEN CHILDREN ARE LEFT UNATTENDED BEFORE 7:30 AM. AND/OR AFTER 3:15 PM. Students are NOT permitted inside the building until supervision is provided after 7:30 a.m.

Check-in Procedures

All students arriving after 8:05 a.m. must be checked in at the office by a parent or another adult. Habitual tardiness is an impediment to student success and is disruptive to the learning environment. Class begins promptly at 8:00 a.m. Any student arriving to class after the 8:05 will be counted tardy. **TARDIES WILL COUNT AGAINST PERFECT ATTENDANCE RECORDS.**

Three (3) unexcused tardies within a nine week period will be considered the same as one (1) day of unexcused absence. As tardies accrue, notification will be handled through the processes outlined in the attendance policy.

Check-out Procedures

Students leaving school early for any reason must be checked out through the office by a parent or guardian. Please note that an “early dismissal” is the equivalent of a tardy. **EARLY CHECKOUTS WILL COUNT AGAINST PERFECT ATTENDANCE RECORDS.** Three early dismissals will equal one absence. The school day ends at 3:00. Departure before this time negatively impacts classroom routines.

All students leaving the building during the regular school day must be checked out in the front office. Valid identification may be required to sign students out. For the safety of our children, only persons listed in the student information system will be allowed to check them out.

Dismissal

General Dismissal will be at 3:15 p.m. each afternoon. This will include those picked up by parents or daycare providers. It is strongly recommended that parents and guardians remain in the vehicle, following the flow of traffic and allow school staff to load all students.
The safety of all is our primary concern during student pick up. Note that there are crossing guards on duty at the street level and in the driveway – making it possible for all parents to remain in their vehicle.

General Policies and Regulations
Whitebead School
Table of Contents

FERPA Policies …….…….	Page 5
Notice for Directory Information ……..……	Page 6
Dress Code……..…….. ……..……..	Page 6
Discipline Philosophy……..……	Page 7
Weapons Free Schools……..……...	Page 9
Bullying Policies……..……..	Page 11
Invasive Physical Examinations……..……...…	Page 16
Policy Prohibiting Use of Tobacco on School Property…….……..	Page 16
Bus Regulations……..…….	Page 18
Student Misconduct on School Buses…….…….	Page 18
Athletic Practices……..…….	Page 19
Extracurricular Activities Conduct Code……..……..…	Page 19
Food Service……..……..	Page 19
Non-Discrimination Policy……..……	Page 19
Sexual Harassment……..……	Page 20
Gang Related Issues……..……..	Page 20
Asbestos Policy……..…….	Page 20
Returned Check Policy……..……	Page 20
Minute of Silence……..……	Page 20
Vision Screening……..……	Page 20
Cellular Phones……..……..…	Page 21
School Board Meetings……..……	Page 21
Graduation and Classroom Activities/Instruction……..……..……	Page 22
Health Policies……..……	Page 22
Illness……..……..……	Page 22
Medication……..……..……	Page 22
Lice……..……	Page 23
Visitors at School……..……..…	Page 23
Inclement Weather……	Page 23
Bomb Threat Procedure……..……	Page 24
Emergency Drills……..……..……	Page 24
Testing and Surveys ……..……	Page 24
Parent Rights……..…….	Page 24
Student Records……..……	Page 25
Policy Changes……..	Page 25
Meningococcal Meningitis ……..……	Page 25
Meningococcal Meningitis Parent Information……..…	Page 26

POLICIES AND REGULATIONS
OF WHITEBEAD SCHOOL

FERPA - Notice of Rights (Under the Family Education Rights and Privacy Act of 1974)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age "eligible students" certain rights with respect to the student's education records. They are: (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 appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the 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 the school principal, clearly identify 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 or eligible student when notified of the right to a hearing.

(3) 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 School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Notice for Directory Information

(Family Educational Rights and Privacy Act- FERPA & Every Student Succeeds Act 2015) The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Whitebead School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **However Whitebead School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.** The primary purpose of directory information is to allow Whitebead School to include this type of information from your child's education records in certain school publications. Examples include:

• A playbill, showing your student's role in a drama production;
• The annual yearbook;
• Honor roll or other recognition lists;
• Graduation programs; and
• Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – **unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [1]**

If you do not want Whitebead School to disclose directory information from your child's education records without your prior written consent, you must annually notify the District in writing by September 1 or within two (2) weeks of enrollment if the student is enrolled after September 1. Whitebead School has designated the following information as directory information:

The student's name;
The student's class designation (i.e., first grade, tenth grade, etc.);
The student's extracurricular participation;
The student's achievement awards or honors;
The student's weight and height if a member of an athletic team;
The student's photograph.

[1]These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *Every Student Succeeds Act of 2015* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National *Defense Authorization Act for Fiscal Year 2002* (P.L.107-107), the legislation that provides funding for the Nation's armed forces

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

Student Dress Code

The standard of dress at Whitebead School will be appropriate, modest, and of good taste. Dress should be comfortable and appropriate for learning.

A. All students are expected to be neatly groomed. Shoes must be worn. Clothing, jewelry, or skin illustrations should not display pictures, lettering or numerical figures that are profane, repulsive or obscene or that advertise or promote weapons, tobacco or alcohol, beer, drugs, drug-related items or drug paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive shall be corrected immediately. Clothing and/or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for the school setting is prohibited. Jeans, slacks, pants, or other garments worn below the natural waist are prohibited. Students may be required to remove coats, hats and similar apparel during the school day.

B. Extremes in wearing apparel or personal appearance which would disrupt classrooms and/or interfere with the intended function of the school will not be considered as acceptable school dress. The wearing of any apparel associated with “gang” membership will not be allowed at school, on school vehicles or at or going to or from school-sponsored or authorized functions.

- Shorts, skirts, or dresses should be long enough to come within four inches above the top of the kneecap. They must ride no lower than the hip bones.
- No exposed undergarments.
- No holes 2 inches above the top of the knee cap.
- Excessive oversized or tight clothing will not be permitted.
- Leggings or tights must have a top long enough to cover the buttocks.
- Tank tops, muscle shirts, see through blouses or midriff tops that do not meet at the waistline (No stomachs showing). Shoulder straps on shirts and blouses should be at least three fingers wide and have no gaping arm hole. Dresses or blouses should not show excessive cleavage. They should not come down more than a hand width (across the knuckles) below the collar bone. No exposed undergarments.
- Any item, jewelry or clothing that promotes alcohol, drugs, or tobacco products, or that has inappropriate language or pictures.
- Hats, caps, or any garment that covers the head (hoodies, etc.).
- Bath robes, pajamas, or house shoes.
- Any item of jewelry that can be used as a weapon, this includes but not limited to spiked bracelets, spiked necklaces, or chains (no billfolds on chains).
- A single stud may be worn in the nose. Hoops, rings, or any other objects are not allowed. Piercings of the ear are also allowed.
- Hair must be neat and clean. Hair weaves and dyes must be a natural hair color (ex. No pink, blue, maroon, etc.) Shoes, sandals, or boots must be worn.
- Anything that tends to disrupt the learning process or is being worn inappropriately.

C. The responsibility of upholding and enforcing this code rests with those students, parents/guardians, teachers, and principal concerned. Where there is a judgment to be made, the site principal will make the decision. Action - Students may be sent home to change before returning to school. Students not in compliance will be subject to further disciplinary action from school officials,It is to be expected for the dress code to apply to all school sponsored activities to include but not limited to: Sporting & Activity events, field trips, educational trips, and school dances.

Student Discipline Philosophy

Whitebead School Board of Education believes that the school’s primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child when the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the District. Disciplinary matters concerning children of school employees will be handled by the appropriate Principal or the Superintendent or the Superintendent’s designee. Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances: The seriousness of the offense; The effect of the offense on other students; Whether the offense is physically or mentally injurious to other people; Whether the incident is isolated or habitual behavior; The manifestation of a disability; and Any other circumstances which may be appropriately considered. Standards of behavior for all members of society are generally a matter of common sense. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents/guardians to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent/guardian
3. In-school Suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment, class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Revocation of or change to bus riding privilege
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, cheer, and /or class trips.

The Student Expectations Policies, Procedures, & Safety Guidelines are presented to each student at the beginning of each school year and to new students upon enrollment. In addition, the Student Expectations Policies, Procedures, and Safety Guidelines Handbook is available to review or download on each site's home webpage and on the district's home page under the Parent tab.

Parents/guardians and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no **reasonable** expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time. Student property may be searched with reasonable suspicion. It is important to note that in many instances a range of possible administrative actions may be taken in response to discipline concerns. It shall be the site administrator's responsibility to determine the appropriate sequence of actions, with every effort made to be fair and equitable. Individual circumstances and student needs shall be considered in such decisions.

Academic Integrity: Plagiarism and AI Policy

Whitebead Public Schools is committed to fostering authentic learning, academic honesty, and personal integrity. **Plagiarism**—defined as presenting someone else's work, ideas, or words as your own without proper credit—is strictly prohibited. This includes copying text from websites, books, or peers, as well as submitting work that has been generated, translated, or heavily altered by **Artificial Intelligence (AI) tools** (such as ChatGPT) without explicit teacher permission. All assignments

submitted by students must be a true reflection of their own effort, critical thinking, and unique voice.

While Whitebead Public Schools recognizes that AI can be a valuable resource for brainstorming, researching, or clarifying concepts, it must never replace the actual writing or problem-solving process. Unauthorized use of AI to complete assignments, essays, or exams will be treated as academic dishonesty. If a teacher suspects a student has engaged in plagiarism or improper AI usage, the student may face academic consequences, including a requirement to redo the assignment for partial credit, a failing grade on the assignment, and/or disciplinary referral.

V. PROCEDURAL STEPS TO SUSPENSION:

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative, in-school placement options that are not considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such an alternative is rejected, written justification must be filed in the student's permanent record.

A. PROBATION. A student may be placed on probation with or without additional disciplinary action. If the principal has a suitable alternative to suspension and elects probation, both the student and the parents shall be notified of the probation and the reasons thereof.

B. In-School Placement is an alternative to out-of-school suspension. The student principal will impose in-school placement, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parents shall be notified of the placement, the reason thereof, and the right to appeal the placement to the suspension committee.

C. Out-of-School Suspension: A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parents shall be notified of the suspension, the grounds thereof, and the right to appeal the suspension to the board of education. A student suspended out of school will be placed in a supervised, structured environment in a home-based, schoolwork, assignment setting, or another appropriate setting in accordance with everything prescribed by the school administration that provides education for and monitoring of the student.

Note: 70 O.S. 24-102 states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act and/or act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such a student until the terms of the suspension have been met or the time of suspension has expired.

The primary goal of any type of student suspension is to correct improper behavior or actions. Suspensions of a student will be much more effective if there is cooperation among the student, parents, teachers, and principal.

Weapons Free School

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, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

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

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 any explosive;
b. the frame or receiver of any such weapon;
c. any firearm muffler or firearm silencer; or
d. any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearms or weapons will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

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

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.
Any 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. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by public or private elementary or secondary school for the use of parting of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

REFERENCE: 18 U.S.C. §921
21 O.S. §1271.1, §1280.1
70 O.S. §24-132.1

NOTE: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary 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.

Bullying Policies

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING

(INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Electronic communication" means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building

principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation. Building principal and/or superintendent, based on severity and need, may refer perpetrator to the Office of Juvenile Affairs, which will consider appropriate prevention and intervention programs.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care, substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 7 days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the parents of the perpetrator of the documented and verified bullying. This information should be provided within 7 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING

(REGULATION)

The Whitebead School student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that

healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

A. Harm another student;
B. Damage another student's property;

C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration

of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim.
Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment - also prohibited by Whitebead School

***Procedures Applicable to the Understanding of and Prevention of Bullying of Students* 1.**

Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Whitebead School is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Whitebead School Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;

2. Take advantage of opportunities to talk to their children about bullying;

3. Inform the school immediately if they think their child is being bullied or is bullying other students; 4.

Watch for symptoms that their child may be a victim of bullying and report those symptoms; and 5.

Cooperate fully with school personnel in identifying and resolving incidents.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.Whitebeadschool.org and at the school site that has an Internet website. The policy will be included in all student and staff handbooks.

Invasive Physical Examinations

Under the federal law "Every Student Succeeds Act of 2015" the parents/guardians of a student shall have the right to "opt their student out of participation by placing in writing their desire to not have their child exposed to an "invasive physical examination". An "**invasive physical examination**" *means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.*

Policy Prohibiting Staff, Students and Visitor Use of Tobacco Products on School Property

Whitebead School's Board of Education is committed to providing a healthy and productive environment for all persons using the school facilities. The Board of Education also recognizes that tobacco smoking and the environmental tobacco smoke (secondhand smoke) has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility or grounds thereof, which is used to provide educational services to children. This policy is intended to improve the health and safety of all individuals using the schools.

Therefore, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property twenty-four (24) hours a day, seven (7) days a week, including non-school hours. This policy applies to all school sponsored events held on or off campus.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district including but not limited to the following:

    A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. This also includes but not limited to areas normally reserved for the exclusive use of faculty or support staff.

    B. All school grounds and buildings over which the school exercises control including areas surrounding any buildings, playgrounds, athletic fields, recreation areas and parking areas. C. All vehicles used by the district for transporting students, staff, visitors or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, **e-cigarettes** and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and include cloves or any other product packaged for smoking.

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

Enforcement: The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students: Any violation of this policy by students will be referred to the building principal. Students who violate provisions of this policy will be subject to student discipline procedures.

Staff: Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her District personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and nonrenewable of staff.

Citizens: Citizens who are observed smoking or using tobacco products on School District property will be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other School District supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering School District property for a specified period of time. If deemed necessary by the school administration or the Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy.

Student Search and Seizures

The Whitebead Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent,

principal, and designated teacher shall have the authority to search a student and a students's property when there is reasonable suspicion for such searches.

School lockers, desks, and other school property belongs to the school and not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. All of these items are subject to search at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the school.

Bus Regulations

1. Buses will start at such a time that they will arrive at school on or before the first bell..
2. Bus drivers will have the same control over pupils while riding buses as the teachers have while the students are in school;
3. Please be on time at the bus stops;
4. Any damage to a bus by a student may require the student/parent to pay the district for repairs;
5. Every student should help to make the bus as safe as possible;
6. Buses will let students off only at their homes or bus stops;
7. All students must be seated while on the bus;
8. Seats on buses cannot be reserved by students, although bus drivers or administrators may assign seats;
9. There will be no smoking or use of any type of tobacco on buses;
10. Students desiring to ride a bus other than their own must bring a note from their parents. They will then be issued a permit from the office to ride the designated bus. This permit will be given to the bus driver;
11. No student is to leave school by any other means of transportation unless permission is given by the parent and is cleared through the principal's office;
12. Bus students are to ride the same bus both morning and evening unless special permission is given;
13. Beverages will not be allowed on buses. Gum chewing and eating are also discouraged.

Student Misconduct on School Buses

School bus transportation is a privilege provided for students who obey the bus rider rules. Failure of students to obey the rules could result in the bus driver's attention being distracted. This in turn could result in a bus accident. Students are to obey the request of the bus driver as they would a teacher. Failure to follow the bus rider rules will be referred to the site principal for appropriate disciplinary action.

School Sponsored Athletics & Activities

Whitebead Schools competes in the Organization of Rural Elementary Schools(ORES) for grades 5-8. Those events will be considered competitive competitions. Whitebead Schools believes that many lessons can be learned and taught through the opportunities provided with ORES. With these events be competitive in nature no all participation will be equal. Whitebead Schools will strive to make sure all students have an opportunity to get better in practice. It should be noted that the sponsors or coaches of these competitive activities will have ultimate responsibility for determining who participates and how much.

Athletic Practices

All Whitebead School sponsored athletic practices must be conducted under the supervision of a Whitebead School certified employee or adjunct coach. Such practices shall be conducted on school grounds, in school facilities or other safe areas as approved by the Whitebead School Administration and supervised by Whitebead School employees.

Students who are involved in the various programs offered in the Whitebead School System are expected to conduct themselves in an appropriate manner at all times.
The student is expected to be modest in victory, gracious in defeat, and maintain control of his/her behavior at all times (The use of profanity will not be tolerated).
The following guidelines will be used in dealing with circumstances that may occur in any activity situation:

1st Offense: Warning and disciplinary measures set by the instructor. (Activities Director and building Principal notified and a written report filed by the AD and/or building principal).
2nd Offense: Conference with instructor and Activities Director with disciplinary measures set by the instructor and a possible one activity suspension dependent upon severity of violation. (Building Principal and parents will be notified and a disciplinary report will be filed by the AD and/or building principal).
3rd Offense: Conference with the instructor, Activities Director, Principal, and parents required. Disciplinary measures set by the instructor and a mandatory two activity suspension. (Disciplinary report will be filed by the AD and/or building principal).
4th Offense: Automatic Suspension from that activity program. (Disciplinary report will be filed by the AD and/or building principal).
(Note: If the student violates the policy in any other activity program after they have been suspended from a program, the first violation will revert to the fourth offense.)

Food Service - Meal Charges Prohibited

Whitebead School participates in the National School Lunch Program. Nourishing and balanced meals are served daily in compliance with federal rules and regulations. Children from households whose income falls within the federal income guidelines are eligible for either free or reduced price meals. Applications may be picked up during enrollment or in the office. **The federal government sets stringent regulations and inspects us to ensure we comply with them. Among these is a ruling that forbids us to allow students to charge lunches. Students without lunch money will be asked to call home and make arrangements for lunch money to be delivered.**

** Note: Lunch and breakfast prices are subject to change at the district's discretion. Current prices and monthly menus may be found at http://www.whitebead.net .

Federal Title I Statement

The Whitebead School Title I program operates as a school wide program. This allows the school to serve any student in the Title I program in order to improve the academic performance of all students.

Federal Title IX Non-Discrimination Statement
Regulation at 34 C.F.R 106.9

It is the policy of Whitebead School that no student or employee will be discriminated against on the basis of gender in any education program, employment, school admission, or activities that the school's operate. Should a student, student's parents/guardian, or employee have a concern regarding this policy, they may contact the Whitebead School Title IX coordinator, located in the superintendent's office at 16476 N. County Rd 3200; Pauls Valley, OK 73075. The telephone number for the superintendent's office is (405) 238-3021. The contact for the Office of Civil Rights (OCR) is the U.S. Department of Education, 1999 Bryan Street, Suite 2600, Dallas, TX 75201. The telephone number for OCR is (214) 880-3082.

Sexual Harassment

Sexual harassment will not be tolerated in any form. Reports will be investigated, parent(s) notified of the complaint, and disciplinary action taken. Sexual harassment can lead to removal from school. (Long-Term school removal can be appealed to the Board of Education. During the investigation the individual making the complaint shall come forward with their parent(s) so that the individual being investigated may hear the complaint and respond. All parties are encouraged to get involved to stop any act of harassment.

Gang-Related Issues

Students who show any gang affiliation (e.g., tattoos, gang slogans, gang-related clothing or bandanas, gang-related statements or gestures) may be suspended pending a parent conference and/or hearing.

Returned Check Policy

Whitebead School has adopted the following policy in regard to insufficient checks: The school district will notify the individual who submitted the insufficient check by letter giving 7-days to contact the school district and rectify the insufficient check. Failure to clear-up the returned check within the seven day grace period will result in the district taking further actions to ensure collection, which may include a referral to the district attorney.

Minute of Silence

It is the policy of Whitebead School that we shall observe a minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. (Note: This provision is in compliance with legislation as passed during the 2002 regular legislative session.)

Vision Screening

The parent or guardian of each student enrolled in kindergarten, first, or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department. (Note: This provision is in compliance with legislation as passed during the 2006 regular legislative session.)

No Student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening.

WIRELESS TELECOMMUNICATION DEVICES

The Board of Education promotes an environment for instructional learning that is safe and secure. We recognize the benefits of communications during emergencies; however, the use of wireless telecommunications or multimedia devices during instruction time disrupts and interferes with the educational process and will not be tolerated. Therefore, the District establishes the following policy for the use of wireless telecommunication devices or multimedia devices.

State law now explicitly bans cell phones and personal electronic devices "bell to bell" on the campus of a public school district. Students are strictly prohibited from using wireless telecommunication and personal electronic devices during school hours, except under the direction of a classroom teacher during class for academic purposes, and with the approval of the site principal. This includes field trips or other activities outside of the normal classroom setting. Such devices should not be visible and are not to be activated during school hours. Students will be expected to turn their cellphone and personal electronic devices into their homeroom teacher or designated teacher first thing every morning, Devices will be stored in a secured device for the duration of the school day. Devices will be returned at the end of the school day. Text messaging, "sexting," and use of camera phones are strictly prohibited during school hours. However, for safety reasons, students may possess wireless devices for before and after school activities.

Exceptions may be granted for medical necessity with the prior written consent of a parent/guardian and the Principal or Principal's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reasons as determined by the Principal.

Students in violation of any part of this policy will be subject to discipline procedures. When it becomes necessary to confiscate such devices, the return of the device shall be subject to the site principal according to

District and/or applicable legal procedures.

Any student who knowingly takes, reproduces, or publishes an inappropriate picture of another student, teacher, or administrator will be subject to suspension and/or referral for prosecution.

Wireless telecommunication and multimedia devices are strictly prohibited from any and all testing environments including, but not limited to, state-mandated tests, advanced placement tests, ACT, PSAT, and SAT tests.

School Board Meetings

School Board meetings are scheduled on the second Monday of each month at 5:30 p.m., unless this date falls on a holiday. These meetings are conducted in the school cafeteria. An agenda is posted at the administration building, and on the school's website, in advance.
Whitebead School welcomes input from its patrons and parents regarding all educational programs and services provided to its students. It is the intent of Whitebead School to provide programs and services to all students, regardless of sex, race or national origin, in a fair and equitable manner, and to remain in compliance with all state and federal laws and regulations.
All regular, special, and emergency board meetings are open to the public. The Board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system.

Individuals who wish to have an agenda item placed on the agenda of a regular meeting must present the request in writing to the Superintendent at least five (5) working days prior to the regular meeting. An individual cannot request to have an agenda item placed on a special meeting. The request must state with specificity what the individual wants to speak about so that an appropriate agenda item may be drafted. The individual may be requested to provide additional information in order to clarify what he/she wants to speak about.

When a request is received from an individual to have an agenda item placed on the agenda of a regular meeting, the Superintendent and Board President will discuss the request and determine if the item should be placed on the agenda for the regular meeting. If the Board President and Superintendent decide to place the item on the agenda for the regular meeting, then an appropriate agenda item will be drawn up.

Graduation and Classroom Activities/Instruction

Closing classroom work early for graduates for commencement or other activities is prohibited by the State Board of Education. Any school district which does not require students to attend school for the full term shall be in violation of the State Board of Education policy, and shall be cited for the violation on the final accreditation report as presented for approval by the State Board of Education for the upcoming school year. (3.18-6c of the Accreditation Standards and Regulations)
Classroom activities and instruction shall continue until the end of the school term. Students given excused absences during examination periods, for sickness or any other reason, shall not be counted as being in attendance. (3.18-6d of the Accreditation Standards and Regulations) **Graduation practice and the ceremony are a privilege. It is not required that a student attend. If a student violates rules and regulations in the handbook a student may be removed from the graduation ceremony.**

Whitebead School Grading System

The following grade marks given in the Whitebead Elementary Schools:
Grading Scale:

90-100 = A…Excellent
80-89 = B…Above Average
70-79 = C…Average
60-69 = D…Passing Low Proficiency
<60 = F…No Credit

Teachers may grade on a curve, etc.
Teachers are required to give two grades per week.
Work turned in will not necessarily be graded the day of due date.

Honor Roll

Whitebead Schools will acknowledge students for academic success through its honor roll system. Students who maintain a 4.0 cumulative grade point average will receive the designation of the Superintendent's Honor Roll. Students who maintain a 3.5 to 3.99 cumulative grade point average will receive the designation of the Principal's Honor Roll. Students must also meet attendance requirements set forth by policy.

Probation/Ineligible List

Participation in extra curriculuar activities is a priviledge for students. Only students in good standing will be eligible to participate. Academics, attendance and discipline will factor into that good standing. For academics a student must maintain at least a grade of 70% or above in all classes to participate in an activity. The first week a student has a grade below 70% that student will be on probation for the following week. That student will be eligible for extra-curricular activities. If a student raises its grade to above 70% then the student will be eligible for all extra-curricular activities. If a student does not raise the grade above 70% then the student will not be allowed to participate in extra curricular events until all grades are above 70%. If a student has been on the ineligible list for two consecutive weeks, that student will be given after school detention to work on the assignments needed to raise their grade.

Retention Policy

It is the policy of the Whitebead Board of Education that a student must obtain a grade average of 60% to be promoted to the next grade. Students in grades one through eight must achieve the 60% or higher average in three major courses of study. Major courses of study are math, language arts, science, reading, and social studies.

A placement committee consisting of the classroom teacher, counselor, and principal may make a recommendation for a student to be retained. Parent(s) or guardians may appeal the decision to the board of education through the districts appeal process. The board of educations decision is final.

A Parent or guardian may voluntarily decide to retain their student on the advice of the placement committee. It is recommended that a parent or guardian make that decision at the end of the school year, however a final decision must be made no later than June 30th directly following the school year.

Health

Whitebead School desires to enhance the academic success of your student by promoting health and wellness. Please keep the school updated with any important health information or changes in order to provide the best care for your child during their school day. It is the responsibility of the parent or guardian to notify the school of any temporary or permanent health problem that might restrict your student from participating in school activities. Children returning to school following a long term illness or surgery must return with a release from a physician including any restrictions or accommodations necessary.
It is important that the school has your correct address and phone number. Please notify the office as soon as possible of any changes so that we may update your child's information in case of illness or injury. If parent or guardians are to be out-of-town, please call the school with the name and phone number of the person that

should be contacted in case your child becomes ill or injured.

Illness

Students with the following conditions should be kept home until symptom free for 24 hours without the use of medications:
Fever-Temperature of 100.4 degrees or more
Vomiting
Diarrhea
If your child has been diagnosed with a contagious disease in which antibiotics were prescribed, your child should be on the prescribed antibiotics for 24 hours before returning to school.
For the protection of our students and employees, your child will be sent home if any of these symptoms, conditions, or other contagious illnesses are found or suspected during the school day. In case of accident to a student on the school grounds or buildings, the nurse, principal or designee will render such services as he thinks necessary, including calling the parent, administering first aid, calling the physician, or taking the child to the hospital emergency room. The school does not assume any financial responsibility

Medication

We suggest that you adjust your child's schedule to eliminate the need to take medication during the school day whenever possible. Only medication that has been prescribed for a student by a licensed medical professional will be administered at school. Medication must be in a prescription container with the pharmacy label attached with the directions for administration of the medication clearly stated. Dosage of medication cannot be changed unless a note from the licensed medical professional is on file.
Non-prescription medication must be in the original container and accompanied by the **licensed medical professional's written request** and instructions for administration at school. This includes Tylenol, Ibuprofen, cough drops, nasal sprays, etc. Physician/Parental Authorization for prescription medications forms are available in each school office. **No over-the-counter medications will be given at school without a licensed medical professional request.** Inhalers must have the pharmacy label on the inhaler.
Self-administration of inhaled asthma medication by a student for treatment of asthma or anaphylaxis medication used to treat anaphylaxis is permitted with a written statement from the licensed medical professional stating the student is capable of, and has been instructed in the proper method of, self-administration of the medication. Without a written statement from their licensed medical professional, inhalers and anaphylaxis medications will be stored in the campus main office to be administered by school personnel.

Lice

A student will be sent home from school when inspection of the scalp or hair reveals live lice. The student should be picked up from school as soon as possible and be treated with lice killing shampoo per package directions. Before re-entry to school, the student must be inspected by the school nurse or non-health professional designee of the principal.
A student may return to school when treatment has been completed and no live lice are present. In order to prevent re-infestation, it is important to remove all nits (eggs), wash combs, brushes, head gear, and linens in hot water. Carpet, sofas and mattresses must be vacuumed.

Visitors at School - Admission of Non-School Personnel to Schools

Citizens other than school personnel, such as parents, may enter schools to attend public functions or on other legitimate business, providing that their presence does not interfere with the functioning of the school and that they have received appropriate permission as specified by the superintendent or by this policy. All visitors must enter through the main entrance and in at the school office. All other exterior doors will remain locked throughout the school day.

Students are not allowed to bring visitors or brothers or sisters to school.

All visitors must be prepared to provide identification as determined necessary by office personnel. Every effort will be made to provide reasonable access to classroom teachers for the purpose of maintaining good communication between the teacher and the parent. However, permission to visit a classroom in session will be granted at the option of the building principal.
Permission to enter school by personnel of other governmental agencies shall be in writing from the

superintendent of schools, except for routine working relationships established with mutual consent of the school district and the agency involved. Violation of this policy shall be reported to the office of the superintendent immediately, through established administrative channels, together with sufficient information for appropriate action to be taken.

Inclement Weather

Whitebead Public Schools will use its best efforts to notify parents, guardians, and students when changes to the schedule are made due to inclement weather. Whitebead will use its internal communication systems to notify stakeholders. Every attempt will also be made to use public media where available.

Whitebead School has protocols for sheltering students in the event of severe weather. It is important to note that while our school is not a designated "shelter", we move the students into the identified safest places of refuge.

- When local emergency management sounds the sirens due to the threat of severe weather ALL schools and district facilities will lock down for the safety and security of students and staff.
- Absolutely no entry will be permitted during the lockdown to ensure that hallways remain clear.

- With these factors in mind, we would encourage you to remain weather aware and take the appropriate actions for your family.

- The schools will accommodate the early check-out of students prior to the initiation of a lock down.

School personnel routinely monitor weather conditions and will communicate with you through the school messenger and local media. Please make sure your contact information is current and up to date. Do not hesitate to contact the administration should you have any questions or concerns.

Please do not tie up school phone lines during severe weather. The school's link to weather stations, civil defense and police could be delayed at a critical time. Your help and understanding in this matter is appreciated.

Bomb Threat Procedure

If Whitebead School receives a bomb threat, procedures have been developed for an evacuation, or search in place. You can help in the bomb threat procedure by not calling the campus. A one-call communication will/may provide additional information as needed. We respectfully ask that you leave students in our care so that we may return to classrooms once the buildings receive clearance. If you choose to pick up your student, the student will be released only to those who are approved prior to the date of evacuation.

Emergency Drills

Fire, tornado, lockdown and intruder drills are conducted regularly and in compliance with Oklahoma state statute. School bus evacuation drills are also conducted through the year in keeping with state guidelines. **In the event of a lockdown, the school district will use several means of communication with parents, depending on availability. These include the website, the auto-dialer telephone system, and/or news media. Parents should make sure that the school has current phone numbers at all times and be prepared to cooperate and support school personnel as they work to provide for the safety of all.**

Parents Rights to Access Teacher and Paraprofessional Qualifications

Under the federal "Every Student Succeeds Act of 2015" Whitebead School is required to provide annual notice to parents/guardians upon request, the following regarding the professional qualifications of classroom teachers. The parents/guardians are entitled to receive the following information in a timely manner: 1. Whether or not the teacher has met state certification requirements.
2. Whether or not the teacher is teaching under emergency or other provisional status. 3. The bachelor's degree

major of the teacher, any other certification or degrees held by the teacher, and the subject areas of the certification or degrees.
4. Whether the child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.
Under the "No Child Left Behind Act" Whitebead School must notify parents when a child is placed in a class for four weeks or longer that is taught by a teacher who is not highly qualified.

Non-custodial Parent Access to Student Records

An Oklahoma statute and a federal law mandate that any information or record relating to a minor child which is available to a custodial parent shall, upon request, be provided to the non-custodial parent unless this right is restricted by a court. The terms "records" and "information" are defined to include information and records maintained by the child's school.

Policy Changes

This comprehensive handbook is not all inclusive of the rules, regulations, and policies of Whitebead School. They may be changed by the administration and/or school board and notice will be given to the student body, verbally or in writing, of the change. If a student or parent/guardian is not sure about a rule or regulation, or has not seen it in writing, they should ask before moving forward.

Meningococcal Meningitis

Senate Bill 1467, which became effective November 1, 2006, requires school districts to provide information about the health risk of meningococcal meningitis to parents and guardians of students. It also directs the State Department of Education and the State Department of Health to develop resources and information for local school boards on the prevention of meningococcal meningitis. This bill states: Information shall be distributed at the beginning of the school year to all parents of students in Grades six through twelve. This information shall include causes, symptoms and the availability, effectiveness, and risks of vaccination.

Is the meningococcal vaccine safe?
Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?
Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?
No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

Where can I get the vaccine for my son or daughter?
If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.
Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American,
- Or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?
This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?
For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at http://www.vaccineinformation.org/menin/index.asp

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at http://www.vaccinesafety.edu/cc-mening.htm

National Network for Immunization Information at http://www.immunizationinfo.org/

Oklahoma State Department Of Education

Oklahoma State Department of Health

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia.