WAYNOKA PUBLIC SCHOOL



Student and Parent Handbook

2026-27

www.waynoka.k12.ok.us
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Waynoka, Oklahoma 73860
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This handbook has been provided as a guide for each student and parent to bring about a better understanding between the student, faculty, and the school. Frequent reference to this book will be helpful. It will serve as a guide to conduct and as an outline for school activities and policies. Complete policies may be found in the Waynoka Policy Reference Manual.

The district does not guarantee that the policies are current and correct. All policies, regulations, procedures and exhibits contained herein are subject to change as the board of education deems necessary and appropriate. If you need to be certain that you have the most current policy, you should check the master copy in the Superintendent's Office.

Table of Contents

Activities Calendar	1
Activity Trips	2
Affection	3
Asbestos Management Plan	4
Attendance	5
Banquet, Junior-Senior	6
Bell System	7
Book Bags	8
Bulletins	9
Bulletin boards	10
Bullying Policy	11
Candy and Soft Drinks	12
Care of School Property	13
Career Programs	14
Change in Schedule	15
Class Rank	16
Communicable Diseases/Conditions	17
Communication Between Home and School	18
Computer Resources	19
Concurrent Enrollment	20
Copy Machines	21
Corporal Punishment	22
Counseling	23
Deficiency Reports	24
Detention Hall	25
Disaster Drills	26
Discipline	27
Distribution of Materials	28
Dress Code	29
Drug Testing	30
Eligibility	31
Emergency Medical Treatment	32
Enrollment Policy	33
Enrollment Procedures	34
Entering and Leaving School	35
Equal Education Opportunities	36
Extracurricular Activities, Clubs and Organizations	37
FERPA	38
Flex Lab	39
Fund Raising	40
Gifted Child Education Program	41
Grading System	42
Graduation Requirements	43
Harassment	44
Hazing	45
Honors Program	46

Individual Career Academic Plan (ICAP)	47
Immunization	48
Internet Policy	49
Lettering Qualifications	50
Library Policy	51
Lockers	52
Lunch Program	53
Moment of Silence	54
Music Contest Participation	55
Parents' Bill of Rights	56
Pep Assemblies	57
Personal Electronic Devices	58
Physical Examinations	59
Prescription Medication	60
Proficiency Based Promotion	61
Release of Students from School	62
Remediation	63
Report Cards	64
Residency Requirements	65
Safety/Accident Prevention	66
School Buses	67
School Closings	68
School Parties	69
School Sponsored Trips	70
Search of Students	71
Senior Trips	72
Sexual Harassment of Students	73
Sponsors	74
Sportsmanship	75
Student Activities, Clubs and Organizations	76
Student Check Out	77
Student Directory Information	78
Student Discipline Out-of-School Actions	79
Student Discipline, Possession of Alcoholic Beverages/Controlled Dangerous Substances	80
Student Fees and Fines	81
Student Information Changes	82
Student Insurance	83
Student Permanent Records	84
Student Publications	85
Student Rights and Responsibilities	86
Student Surveys	87
Student Transfers	88
Suspension of Students	89
Telephones	90
Testing	91
Title IX	92
Tobacco	93
Transportation	94
Valedictorian and Salutatorian Selections	95
Vehicle Use and Parking	96
Visitors	97
Weapons Free School	98
Withdrawal From School	99
Zero Hour	100

1. ACTIVITIES CALENDAR
(EB)

All School Activities are to be placed on the "School Calendar" in the Elementary Principal's Office with the permission of the Principal. If there are specific instructions to go on the bulletin board, they are to be written out by the teacher and placed in an envelope for that purpose. No activities are to be scheduled for Wednesday evening or Sunday without special permission. ALL ACTIVITIES ARE TO BE SCHEDULED AT LEAST ONE WEEK IN ADVANCE OF THEIR OCCURRENCE.

2. ACTIVITY TRIPS
(EFD)

All students going on school sponsored activities will need to have satisfactory grades and be caught up in each of their subjects. At least one adult sponsor (other than the driver) must accompany all trips. Non-school students and adults are NOT to ride the activity bus without special permission from the principal. During the year, a number of trips are taken by different activity organizations. The school sponsors these trips and has a direct responsibility to the parents and to the community for the safety and well-being of students who make these trips. For these reasons, the following rules will be enforced:

a. No student will be excused to remain overnight in the town visited.

b. No student will be allowed to go in or return by any other means of transportation except that provided by the school or the parent. Permission to return with a parent or other adult must be signed by the parent or other adult at the site of the activity. If the permission form is to be signed by an adult who is not the parent of the student, the adult signing the permission form must have been authorized by the parent in writing at the school prior to the activity.

c. Each student that goes on an activity trip shall participate directly in the activity for which the trip is made.

3. AFFECTION

Public display of affection on school grounds involving personal contact such as kissing, holding hands, embracing, etc. among students will not be permitted. Disciplinary action will be taken against offenders.

4. ASBESTOS MANAGEMENT PLAN

The Waynoka Public School Asbestos Management Plan is available for inspection during normal school business hours. Information regarding any asbestos related activities, planned or in progress, will be disseminated by notification in the local newspaper and given directly to employees of the school district.

5. ATTENDANCE
(FDC-R1, FDC-R2, FMA-R2, FMA-R3)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100.4 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co curricular program of the school also

has an educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

In accordance with the policy of the board of education, each student in grades Kindergarten – Six is required to attend class each day and may miss a maximum of nine (9) school days. Each student in grades 7 – 12 is required to attend each class daily and may miss a maximum of nine (9) school days for each class period in order to receive credit for that class.

Absences

Excused absence will be granted for the following reasons:

l. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the attendance office by 10:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in the Flex Lab or virtual online program approved by the school district and are meeting the following attendance requirements:

    a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual learning format and/or the Flex Lab. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

    b. The student is on pace for on-time completion of the course as required by the school district,

    c. The student has completed instructional activities within the time that services were provided in a virtual learning format and/or the Flex Lab during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 90% of the grade will be counted. Nine (9) unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

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

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. A student who is more than 10 minutes late is counted absent for the period.

3. Each 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the 9-day limit for unexcused absences may appeal to the Superintendent for reinstatement of credit. If the appeal to the Superintendent is unsuccessful then a final appeal may be made to the Board of Education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

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

Loss of School Time Policy

In accordance with the policy of the board of education, the following shall govern student attendance:

School Activity:

a. These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class for more than ten (10) minutes of a class period.

b. The total number of student activity absences allowed from any one class period without permission from the Internal Review Committee and approved by the local board shall be ten (10).

c. A student may apply for additional days after he/she has missed seven (7) days.

The Internal Review Committee shall be approved by the board of education.

The criterion for continuing beyond the ten (10) day absence limit shall be as follows:

a. A student must have a letter grade of "C" or better in the subject he/she is wanting to miss.

b. The student must have an overall 3.0 grade point average with no grade lower than a "C" at the time of the request and maintain an acceptable pattern of behavior within and outside the classroom.

c. Before a student is given permission to be absent beyond the ten (10) day limit, even though he/she has a "C" or better, his/her record must show that the grade was not adversely affected by the previous ten (10) days of absence and he/she has turned in all required work missed on previous days out.

The policy of the board of education is a maximum number of five (5) additional absences to be allowed per student.

Since the school is held strictly accountable for adherence to these regulations, a student who violates these regulations will receive a failing grade for the semester in all subjects in which the student has exceeded the allowed time.

The principal or the principal's designee shall keep a record of all absences but distinguish between student activity absences and regular absences.

Each teacher who anticipates requesting students be taken out of the classroom for any extra-curricular activity shall submit to the principal an activity calendar stating the probable dates. Such a calendar should be submitted and approved an appropriate amount of time ahead of the probable date and no less than one week prior to the date of the event.

Ten (10) day rule exempt activities:

a. FFA/4-H

1. Fall and Spring Livestock Shows (county, district, state) – A student must place in the top 10 at the county show to attend the district show and must place in the top 10 of the district show to attend the state show.

2. District Livestock Judging Contest – The team must place in the top 5 in order to qualify for the state competition.

3. District and State Interscholastic Contests

4. FFA Quiz and Speech contests – A student must qualify at PI which is an after school event in order to go to the district contest. The student then must qualify at a district in order to participate at the state levels.

5. State FFA Officer – If any of the local chapter officers are elected to a state office, the student(s) will be allowed to attend all functions required by the office.

6. National FFA Convention – A student must be a current officer, a recipient of a national award and/or selected to perform at the convention.

7. State FFA Convention – The student must be a current officer, incoming officer of the local chapter, and/or qualify by earning points during the school year as set forth by the Agriculture Education Advisor and approved by the administration.

8. COLT conference

b. FCCLA

1. District Convention

2. State Convention – A student must be an officer or qualify by earning points during the school year as set forth by the FCS instructor and approved by the administration.

3. State FCCLA Officer - If any of the local chapter officers are elected to a state office, the student(s) will be allowed to attend all functions required by the office.

4. STAR Events – District, Regional and State

5. Officer Training

c. Athletics and Cheerleading – Elimination rounds sanctioned by the Oklahoma Secondary Schools Activities Association

d. Music/Band/Vocal

1. Seiling Music Festival

2. Tri-State Music Festival

3. District and State Competitions

e. Science Fair – A student must qualify for regionals and state to be exempt for those levels.

f. Curricular contest – Two (2) maximum.

g. Leadership Training Activities – i.e. Congressional Pages, Hugh O'Brian Workshop

h. Field Trips – Class related co-curricular

i. Incentive Trips

j. Class and Organizational Meetings

k. Scholastic Examinations – i.e. NMSQT/PSAT, achievement

l. Administratively Controlled Intra School Activities – i.e. picture day, assemblies and other necessary activities which cannot be taken care of during the activity period.

m. Academic Team – Elimination rounds sanctioned by the Oklahoma Secondary Schools Activities Association

n. Miss Waynoka may be permitted to attend all functions required by the position

o. TSA – District or State Meetings – Students must be an officer or qualify by earning points during the school year as set forth by the TSA Advisor and approved by the administration.

p. Gifted and Talented – Any event or activity approved by the administration. Only gifted and talented students.

q. Student Council

1. District, Sub-District, Regional Meetings

2. State Convention – A student must be a local officer or At-Large member to attend

3. State Student Council Officer – If any of the local chapter officers are elected to a state office, the student(s) will be allowed to attend all functions required by the office.

If scheduling conflicts occur, the administration may waive qualifying events.

FINAL EXAM EXEMPTIONS

Semester final exam exemptions will be determined by grade average and absences for each subject. All absences for the semester, excluding activity absences, will count toward

the exemption requirements. Students are exempt from semester final exams if they meet the following requirements:

- Subject grade average "A" with no more than 3 absences
- Subject grade average "B" with no more than 3 absences
- Subject grade average "C" with 3 absences

6. BANQUETS, JUNIOR – SENIOR

(FMD-R)

The Junior Class will establish the guest list for the Junior-Senior banquet and submit the list to the High School Principal for approval. All guests will follow the same rules that apply to the students.

7. BELL SYSTEM

The bell system for 7 – 12 grade is as follows:

Zero Hour:	8:00 – 8:20
First Hour:	8:25 – 9:15
Second Hour:	9:20 – 10:10
Third Hour:	10:15 – 11:05
Fourth Hour:	11:10 – 12:00
Lunch:	12:05 – 12:30
Fifth Hour:	12:35 – 1:25
Sixth Hour:	1:30 – 2:20
Seventh Hour:	2:25 – 3:15

The schedule for Pre-K – 6 grade is as follows:

Classes begin:	8:00
Classes dismiss:	3:15

8. BOOK BAGS

(FNHA)

The Waynoka Board of Education is concerned for the safety of the students attending school and will not permit book bags, backpacks, and other similar carrying devices to be taken into the classroom. Students are required to keep their books and other materials in their lockers when not being used in the classroom during the school day. These carrying devices may be used only to carry books and materials to and from school. Exceptions to this policy may be granted by the administration on an individual basis.

9. BULLETINS

A bulletin will be printed weekly with a list of the next week's events. Events must be on the calendar one week in advance of the activity with all paperwork completed.

10. BULLETIN BOARDS

Bulletin boards are maintained in the hall to inform students and teachers of coming events. This is for official use and nothing is to be posted without permission of the Principal.

11. BULLYING POLICY

(FNCD, FNCD-P)

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents 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 parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or 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 or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs

13. Suspension

14. Performing Campus-site services for the school district

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, prom, prom activities, and/or class trips.

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

1. Verbal, physical, or written harassment or abuse;

2. Repeated remarks of a demeaning nature;

3. Implied or explicit threats concerning one's grades, achievements, etc.;

4. Demeaning jokes, stories, or activities directed at the student;

5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;

2. The expeditious correction of the conditions causing such harassment;

3. Establishment of adequate measures to provide confidentiality in the complaint process;

4. Initiation of appropriate corrective actions;

5. Identification and enactment of methods to prevent reoccurrence of the harassment; and

6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

12. CANDY AND SOFT DRINKS

Candy and soft drink consumption during class periods and passing (bell) periods is not permitted. Chewing gum will be determined by individual teachers in their classrooms. Blowing bubbles or using gum in a similar manner in halls or classrooms will result in loss of privilege to the entire student body. Soft drinks are not to be taken into the classrooms or library without authorization from the principal.

13. CARE OF SCHOOL PROPERTY

(FNCB)

The building and grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is encouraged. Each student should feel an individual responsibility to keep the school neat and clean. Under no condition should one mark on the walls, lockers, desks, or any school property. This will merit disciplinary action. This also applies to school buses.

14. CAREER PROGRAMS

(EHAG, EHAG-R)

The Waynoka Board of Education recognizes that there is no one best way to educate students. Every student should be allowed the opportunity to learn in a situation that will encourage maximum development of abilities and skills. Therefore, the board of education may contract with the State Department of Career and Technology Education to provide career and technological programs for the school system. Such programs will include Technology Education, Vocational Agriculture and Family and Consumer Sciences.

High school students in tenth, eleventh, and twelfth grades who wish to train for jobs requiring less than a professional degree may attend Northwest Technology Center in Alva. This will allow students to acquire skills leading to immediate employment.

Attendance will be on a half-time basis. Guidelines for attending the technology center will be set by the administrations subject to approval from the board.

The following regulations shall apply to students enrolling in Northwest Technology Center programs.

Enrollment

1. Enrollment will be limited to students in grades 10, 11, 12.

2. The final acceptance of a student for a specific program will be made by the technology center enrollment counselor.

3. Preliminary scheduling will be handled through the high school counseling office. The final student selection will be made cooperatively by the Waynoka High School counselor and principal.

4. After the first two weeks of school, students will not be reassigned to a different technology center program nor will any new assignments be made to the technology center.

5. New enrollees in high school may be assigned to the technology center on a space availability basis if they transfer from a comparable program.

6. A student failing a course at the technology center will not be permitted to withdraw from the program until the end of the semester.

Transportation

1. Bus transportation will be provided and all students will ride the bus. Private transportation will NOT be authorized by the school. Violations of this regulation will result in the loss of bus privileges and/or other discipline.

2. If a student misses the bus or is removed from the bus for disciplinary reasons, the student will be detained under in-house suspension until time for his/her next scheduled class.

Attendance

1. The attendance requirements of the high school and the technology center will be mutually respected and enforced.

2. Daily absentee reports will be sent from the technology center to the high school.

3. Early dismissal from the technology center will not be allowed except when the parent personally picks up the student.

4. An absence due to attendance at a school sponsored activity will not be counted against the student as an absence unless such absence prevents the student from fulfilling program requirements at the technology center or public school district.

Discipline

1. The Northwest Technology Center is an extension of Waynoka High School. Therefore, suspension from one school is suspension from the other. A student suspended from classes at Waynoka High school may not attend classes at the technology center.

2. The technology center will handle all discipline resulting from actions on the bus or at the technology center.

3. A morning and afternoon detention hall will be held at Waynoka High School and technology center students will attend whichever one fits their schedule.

15. CHANGE IN SCHEDULE

It is the policy of the Waynoka Board of Education that any changes to class schedules for students must be made before school starts each semester and must be approved by the principal. Class scheduling is an important and complex process. Although every effort will be made to accommodate the student, changes in class schedules may not be possible because of class loads.

16. CLASS RANK

Class rank is computed for every student at the middle of the junior and senior years. The rank is determined by the student's academic performance for the first five (junior rank) or first seven (senior rank) semesters. All classes taken count toward grade point averages and class rank.

See also: **Valedictorian and Salutatorian Selection**

17. COMMUNICABLE DISEASES/CONDITIONS
(FFA-E1, FFAAA)

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases include but are not limited to:

Measles, Mumps, Chicken Pox, Influenza, Head Lice

18. COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is more than a "plus". It is essential for the student to make the most of the opportunities provided. School communication starts with information such as this handbook, progress reports, report cards, student work for parents to review and sign, and continues into interactions: messages and phone calls from teachers, and school open houses or back to school nights, for instance.

Communication might also include requests for conferences, initiated by the school or the parent to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office to schedule an appointment. Generally, a teacher will be able to meet with parents or return phone calls during his/her conference period, although other mutually convenient times might be arranged.

Legal guardians of Waynoka Public School students may receive access to the parent portal. The parent portal provides parents easy access to their child's information. With the use of the internet a parent can login to the system and view information unique to their child (i.e. assignments, grades, attendance, etc.). In order to protect the confidentiality of student records, all parents/guardians who wish to use this service are required to fill out an access request form at the school.

19. COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of the resources is restricted to students working under a teacher's supervision and to approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of

privileges, a damage or replacement fee, and/or other disciplinary actions. A copy of the agreement may be picked up in the Superintendent's office.

20. CONCURRENT ENROLLMENT
(EHDD)

The Waynoka Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. Therefore, Waynoka Public Schools does allow current juniors and seniors to concurrently enroll in college level courses provided all requirements are met. Please visit with the high school counselor for the current requirements and to enroll in college level courses.
The following higher education courses commonly taken through concurrent enrollment have been reviewed and approved for academic Dual Credit.

Concurrent Course	WPS Academic Credit
English Composition I	½ unit (Semester1) of HS English IV
English Composition II	½ unit (Semester 2) of HS English IV
College Algebra or Higher Mathematics	1 unit of HS Math beyond Algebra II
Any lab Science (4 or more credit hours)	1 unit HS lab science
US History Before Civil War	½ unit HS History
US History Since 1877 or 1865	1 unit HS History
American Federal Government	1 unit HS History
Introduction to Sociology (3 credit hours)	1 unit Social Studies (Additional Unit)
General Psychology (3 credit hours)	1 unit Social Studies (Additional Unit)
World Language (4 or more credit hours)	1 unit Foreign Language
Computers in Society (3 credit hours)	1 unit HS Computer
Music Appreciation (3 credit hours)	1 unit HS Fine Art
Music in Life (3 credit hours)	1 unit HS Fine Art
Art Appreciation (3 credit hours)	1 unit HS Fine Art
General Humanities (3 credit hours)	1 unit HS Elective
Wellness Concepts (3 credit hours)	1 unit HS Elective
Nutrition	1 unit HS Elective
Personal Finance (3 credit hours)	½ unit HS PFL
Any 3 credit hour class not listed above	½ unit HS Elective

21. COPY MACHINES

Students who are not office aides are not to use ANY of the copy machines.

22. CORPORAL PUNISHMENT
(FOB)

It is the policy of the Waynoka Board of Education to administer corporal punishment as a means of controlling improper student behavior, only as a last resort and after other reasonable corrective measures have been used without success. All certified employees of the district have the authority to administer corporal punishment regardless of whether the student is a male or female. Corporal punishment must be administered only in the presence of another certified staff member, preferably an administrator of the same sex as the student. The person administering the punishment is responsible for ensuring the corporal punishment is not excessive.

Careful documentation of each occasion shall be made by the teacher or the administrator or both. Such documentation will identify the student and set forth the behavior necessitating the punishment, the person who

administered the punishment, the amount of punishment and the names of witnesses. Not more than three swats will be given at any one instance. When administering corporal punishment, the type of clothing being worn by the student should be taken into consideration.

Under no circumstances shall other students or non-certified personnel observe the administration of corporal punishment. The student shall be carefully advised of the nature of the rule infraction for which the punishment is being administered. The parent(s) or legal guardian shall be notified by telephone or letter that corporal punishment is being administered. Circumstances may dictate that a waiting period is necessary before administering corporal punishment.

Parents who do not want corporal punishment administered to their child may sign an exemption request to be filed with the building principal. Students who are exempt from corporal punishment will receive an equivalent punishment in the form of In-School Suspension or Out of School Suspension.

23. COUNSELING

Academic Counseling

Students and parents are encouraged to talk with the school counselor, teacher or principal to learn about course offerings, the various graduation requirements, and early graduation procedures. Each spring students in grades 9 – 12 will be provided information on anticipated course offerings for the following year and other information that will help make the most of academic and vocational opportunities.

Students who are interested in attending college, university, training school, career technology center or pursuing some other advanced education should work closely with the counselor so that they take necessary high school courses to best prepare them. The counselor can provide information about financial aid and housing.

Personal Counseling

The school counselor is available to assist the students with a wide range of personal concerns.

Please note: The school will not conduct a psychological examination, test or treatment without first obtaining the parent/guardian's written consent.

24. DEFICIENCY REPORTS

Notices will be given weekly to the parent/guardian of students in grades 5 – 12 with failing grades.

25. DETENTION HALL

(FOC)

A student in this district may be detained before and after school hours for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained, the parents must be notified of the planned detention and, in the case of bus students, arrangements made for the student's transportation home after detention. In those cases, where transportation is required, twenty-four (24) hour notice will be given so that transportation may be arranged by the parent.

Parents shall arrange for the transportation of the detained student. However, if the parent cannot or will not provide transportation, an alternative disciplinary procedure may be substituted.

Students who are detained after school must not be left alone during their detention. Supervision of students in detention must be provided or arranged for by the teacher or administrator who detains them.

Detention is limited to sixty (60) minutes on any one school day. Afternoon detention will be held from 3:20 – 4:20 p.m. Any other detention times must be approved by the administration. Students assigned detention are expected to be on time with paper, pencils, books, and any/all other necessary materials.

In the event that detentions prove to be ineffective for correcting a student's behavior, the student will be assigned Saturday Detention. Saturday Detentions held on scheduled Saturdays from 8:00 a.m. – 12:00 noon, or any portion

thereof. When a student is assigned Saturday Detention, the student's parents will be contacted and given the opportunity to choose between two (2) dates for the student to serve the detention. If the student does not appear for an assigned Saturday Detention on the agreed upon date, the student must serve double the time assigned.

Students missing detention without prior arrangements will become ineligible from school activities or become subject to further/other disciplinary action.

26. DISASTER DRILLS

(CKC)

Security drills shall be conducted at least two (2) times each semester. Fire drills and safety drills will be conducted two (2) times each year. Tornado drills shall be conducted once in the months of September and March. Each classroom shall have a posted copy of rules, evacuation signals, evacuation routes and procedures for all emergencies. All teachers and staff members shall make themselves familiar with these procedures.

27. DISCIPLINE

(FO)

The school's primary goal is to educate, not discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district.

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:

a. The student's attitude;

b. The seriousness of the offense;

c. The effect of the offense on other students;

d. Whether the offense is physically or mentally injurious to other people;

e. Whether the incident is isolated or habitual behavior;

f. Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. 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.

a. Unexcused lateness to school

b. Unexcused lateness to class

c. Cutting class

d. Leaving school without permission

e. Refusing detention/late room

f. Smoking

g. Truancy

h. Bringing on to school property, possessing, or using alcoholic beverages, narcotics, mood-altering chemicals or drug paraphernalia

i. Bringing on to school property, possessing, or using tobacco or nicotine related products; including vapor

j. Stealing

k. Forgery, fraud, or embezzlement

l. Assault, physical and/or verbal

m. Fighting

n. Bringing on to school property or possession of weapons

o. Distributing obscene literature

p. Destroying/defacing school property

q. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor

r. Sexual harassment

s. Gang related activity

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, the faculty will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives for disciplinary action, the faculty and administration of Waynoka School will consider the alternative 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.

a. Conference with student and document

b. Corporal punishment

c. Probation period

d. Parent conference/advise parent

e. Before/after school detention

f. Saturday detention

g. In-School detention

h. Out-of-school suspension

i. Referral to counselor

j. Behavioral contract

k. Change student's seat assignment or class assignment

l. Removal from class or group (temporary or permanent)

m. Financial restitution

n. Require a student to clean or straighten items or facilities damaged by the student's behavior.

o. Restriction of privileges

p. Involvement of local authorities/law enforcement

q. Refer student to appropriate social agency

r. Closed Campus Lunch

s. Any other disciplinary action deemed appropriate under the circumstances

Parents, guardians, and students residing in this school 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 all time and no reason shall be necessary for such search.

28. DISTRIBUTION OF MATERIALS

School Materials

School publications distributed to students include all school publications that are under the supervision of the teacher, sponsor, and principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or non-student without the prior approval of the principal. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved.

29. DRESS CODE
(FNCA, FNCA-R)

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

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

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

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

The following are specifically prohibited:

a. Cutoffs or tank tops except in gym

b. Halter tops, bare midriffs, or shirts or blouses that do not overlap their skirts or trousers. Shirts should cover the chest

c. Writing or pictures on clothing or patches that suggest obscenity or vulgarity or which display signs, advertisements, or slogans considered to be not in good taste

d. Transparent (see-through) garments, strapless garments, or garments with bikini-type straps

e. Indoor wearing of hats or caps during the school day. Caps worn in the building will be confiscated.

e. Bare feet. Shoes must be worn at all times.

f. Sagging pants

g. Revealing or sexually provocative clothing, or clothing of extreme style

h. Bandanas or fabric headbands

i. Jeans, pants or any other leggings with holes above the knee

j. Hats/Caps- Students wearing headgear including but not limited to hats, caps, hood, bandanas, sunglasses, to school must, upon entering the building, place them in their lockers. Students are not to carry hats into the classroom. Students who take hats into the classroom will be subject to discipline. The only exception to this rule is a designated hat day for homecoming activities or otherwise approved by the principal.

Exceptions to hat/bandana prohibitions will be made for religious and medical reasons.

Students will be allowed to wear shorts during the school year as long as this privilege is not abused. Good judgment should be used in determining proper attire for the season. All shorts must have a length not less than six (6) inches above the knee. The length of skirts must be not less than four (4) inches above the knee.

30. DRUG TESTING

(FNCFD)

The Waynoka Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Waynoka Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Waynoka Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities This policy is intended to complement all other policies, rules, and regulations of the Waynoka Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Waynoka Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate

solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanctions for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 9-12.

Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.

2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.

3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

4. **Random tests** are given monthly to participants from the pool.

5. **Random selection basis** means a mechanism for selecting students for drug testing that:

   a. Results in an equal probability that any student from a group of student's subject to the selection mechanism will be selected, and

   b. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities to participants selected under the mechanism.

6. **Follow up tests** can be monthly, at random, or any time a student who has tested positive may be under the suspicion of being under the influence.

7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins that can be lawfully purchased in over-the-counter transactions.

9. **Positive,** when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of and illegal or performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

10. **Reasonable suspicion** means a suspicion based on scientific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.

11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance-enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed

to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance-enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

Students will have a two-hour time limit to complete the drug test.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that test positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstances will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such an appeal must be logged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and unappealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Waynoka Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.

2. **Second positive test.** The student will be suspended from participation in any extracurricular activity for 90 school days.

3. **Third positive test.** The student will be suspended from participation in any extracurricular activity for 180 school days.

4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as a student who has tested positive.

5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall be again subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

31. ELIGIBILITY

(FM, FMA-R1)

Students enrolled in Waynoka Schools in grades five through twelve may participate in any activity sponsored by the school when all eligibility requirements are met. School sponsored activities include, but are not limited to, contests, conventions, class activities, organizational activities, field trips, parties, dances, stock shows, athletic events, music events, and cheerleading and pep club activities. Graduation activities are expected.

A. The determination of a student's eligibility status will be based upon all graded material turned in by 8:00 a.m. on the last teaching day of each week. At this time, each teacher will turn in a weekly listing of all students with failing grades.

B. Students will be given one week to get their names off the failing list. If any student's name appears on the list for two consecutive weeks, in any subject or combination of subjects, the student will be declared ineligible. (In order to remain eligible, students whose names appear on the list in any subject, must be passing all subjects the following week.)

C. The building principal will compile a master listing of all ineligible students.

D. When a student is declared ineligible, the student may not participate in any school-sponsored activity for a minimum of one week, Monday through Sunday. Spring break will not be exempt from this policy.

E. Eligibility will be reinstated when the student's name is removed from the weekly master list of ineligible students.

F. A student's ineligibility in any subject shall not adversely affect his or her grade in other subjects.

G. If an ineligible student misses any class time for travel to, participation in, or observance of a school-sponsored activity, the student will be considered in violation of the school's eligibility policy.

H. Students who knowingly violate the school's eligibility policy will be suspended from school for three (3) days.

I. If a student feels that his or her name should be removed from the failing list, an appeal may be made to the internal activities review committee. Removal of the student's name from the list requires a majority vote of the members of the committee. Appeals must be filed by the end of the first school day in which the student is in attendance following the compilation of the list.

32. EMERGENCY MEDICAL TREATMENT

(FFAC)

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school office to update any information.

The school district is not responsible for medical costs associated with a student's injury.

33. ENROLLMENT POLICY

(FDA)

It is the policy of the Waynoka Board of Education that all students enrolling in Waynoka Public School must do so on a full-time basis. Full-time basis shall be defined as attending classes for the full instructional day within the public school system or in conjunction with another state accredited institution such as a career-technology center, alternative education, or a college or university for concurrent enrollment. The only exceptions to this policy shall be for fifth year seniors, special education students whose IEP's require variations of student schedules, and students placed in alternative education.

34. ENROLLMENT PROCEDURES

Students enrolling in the Waynoka Public School should report to the office of the Building Principal. They should bring proof of their birth date and up to date immunization records.

35. ENTERING AND LEAVING SCHOOL

(FDF)

It is the policy of the Waynoka Board of Education that the school will have a closed campus for grades Pre-Kindergarten through eighth grade. Students will remain on campus from the time they arrive in the morning until the completion of the school day. Ninth through twelfth grade students will have open campus privileges for their Lunch Period. Open campus is a privilege and the school reserves the right to close campus at any time for any reason.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office, other than during the lunch period. Elementary students are not permitted to leave the school grounds during the lunch period without permission from the principal

In the event a student becomes ill at school, the student must contact the principal's office and the parents will be contacted.

A student violating this policy will be considered truant and will be subject to discipline.

Students will be allowed to enter the school building at 7:15 a.m. each morning.

Students must leave the school at 3:45 p.m. unless otherwise permitted by a teacher or principal to remain longer.

36. EQUAL EDUCATION OPPORTUNITIES
(EHBA)

It is the policy of the Waynoka Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability.

The right of a student to participate in extracurricular activities shall be dependent only upon the maintenance of minimum academic standards established by the board and the student's individual ability in the extracurricular activity.

The administration shall ensure that no student suffers discrimination by any school employee or any other student in curricular, co-curricular, or extracurricular activities of the school district.

37. EXTRACURRICULAR ACTIVITIES

(FMA, FMA-R1)

The Waynoka Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations. The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas. Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school that causes students to be absent from curricular class periods. The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Musical festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a "D" or better in all subjects in which they are enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

See Also: 5. ATTENDANCE, 77. STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

Academic Team: Megan Smith	E-Sports: Ronnie Nix	National Honor Society: Robin Cline
AG: Keeland Nix, Ronnie Nix	Fastpitch Softball: Robin Cline	PowerLifting: Joe Garrison
Band/Vocal: Mary Hill	FCCLA: Alicia Pitts	Slowpitch Softball: Ryan McKee
Baseball: Ronnie Nix	Football: Joe Garrison	Student Council: Megan Garrison
Boys Basketball: Jared Straight	Gifted & Talented: Renea Gaskill	Track: Joe Garrison
Cheerleading: Megan Garrison	Girls Basketball: Ryan McKee	TSA: Thure Tolson

38. FERPA - COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)
(FL and FL-R)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

A. It was made as a personal memory aid;

B. It is in the personal possession of the individual who made it; or

C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

2. The right to exercise a limited control over other people's access to the student's education record;

3. The right to seek to correct the student's education record, in a hearing, if necessary;

4. The right to report violations of the FERPA to the Department of Education; and

5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

For Procedures for review of and/or correction of records see Board Policy FL-R

39. FLEX LAB

Waynoka High School students in grades nine through twelve under certain circumstances will be allowed to attend the Flex Lab. Students enrolled in WHS may access their course work through the designated learning management/content management software to complete assignments in the Flex Lab setting if certain parameters are met and maintained. Students must receive approval from the administration before use of the Flex Lab. Students will have access to the Flex Lab on a semester by semester basis unless it is deemed necessary by the administration that the student no longer be allowed use of this resource.

Uses of the Flex Lab include but are not limited to:

1. Scheduling conflicts limiting access to a required course
2. Scheduling conflicts due to Concurrent Enrollment
3. Gifted and Talented Students
4. National Honor Society students
5. Proficiency Based Promoted students
6. Any other scenario deemed appropriate by the administration

Circumstances that automatically disqualify a student from attending the Flex Lab are:

1. Behavioral issues
2. Chronic Absenteeism
3. Failing Grades
4. Required Remediation
5. Any other circumstance deemed unacceptable by the administration

To receive credit for the courses for this school year students are expected to attend class daily and complete the assignments. In the virtual setting, students will be required to attend all virtual class sessions as assigned by the classroom teacher. Not attending the session without prior approval from the classroom teacher, an absence will be assigned to the student for that class period. If a student logs in, completes and returns the work as assigned and when due, he or she will be counted in attendance for the class period.

See Also: Waynoka Virtual Academy Handbook

40. FUND RAISING

(FJ)

The Waynoka Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedures:

a. Obtain approval for the project from the Board of Education.

b. Identify the method to be used and the time needed.

c. Submit a list of sources for the fund raising to the superintendent.

d. All funds that are raised should go into the activity fund.

41. GIFTED CHILD EDUCATIONAL PROGRAM
(EHBB)

The Waynoka Board of Education recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.307 of Title 70.

Therefore, it is the policy of the board of education to cooperate fully with the State Department of Education in identifying gifted and talented children and in developing appropriate educational programs.

Children in this district will be considered for placement in the program in accordance with scores on standardized achievement and intelligence tests, records, and recommendations of teachers and parents.

Children identified as gifted and talented will be offered gifted and talented education programs directly through the facilities of this district.

42. GRADING SYSTEM
(EIA-R1)

Grading will be on a semester basis. The semester grade will be based on many factors, such as various examinations, text assignments, both oral and written, class participation as required, special assignments, research, activities of various types and kinds, and special contributions. At the beginning of each school year (and each semester if one semester classes), the teacher will explain the requirements of the course and cover any special requirement(s) which might adversely affect the student's grade.

The following grading scale will be used:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

Some lower and middle grades may use satisfactory (S), unsatisfactory (U), passing (P), or failing (F) grades in some subjects.

43. GRADUATION REQUIREMENTS
(EIED)

The Waynoka Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 25 curriculum units or sets of competencies at the secondary level:

Language Arts	4 units
Mathematics	4 units
Laboratory Science	3 units
American (U.S.) History	1 unit
Oklahoma History	½ unit
United States Government	½ unit

Other upper level History	1 unit
Pathway Units	6 Units
Electives	5 units or sets of competencies

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

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation.

Beginning with the class of 2025, the US Naturalization test is required. Students must correctly answer 60/100 questions to graduate. OAAP students are exempt.

Beginning in the school year 2024-2025, all students must complete and submit the FAFSA in order to graduate from an Oklahoma high school.

- Opt out can be completed by the parent/legal guardian, a student who is 18 or older, or the school counselor.

Beginning with students entering the ninth grade in the 2019-2020 school year, each student shall be required to complete the process of an ICAP in order to graduate from a public high school with a standard diploma. Each year, thereafter, students shall annually update their ICAP. The ICAP shall include, but not be limited to:

a. Career-and college-interest surveys,

b. written postsecondary and workforce goals and information of progress toward these goals

c. intentional sequence of courses that reflect progress toward the post-secondary goal,

d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and

e. experience in-service learning and/or work environment activities

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

No student will be allowed to receive credit more than once for the completion of the same unit or sets of competencies.

In no instance will students be allowed to participate in graduation exercises if they have not completed the required credits. An exception will be made for students transferring into this district from another district that has less than a seven period day. These transfer students will be permitted to graduate with less than 25 credits, but not less than 23 credits. The following will be used to determine the number of credits required:

Class	Semester of Transfer	Credits needed to Graduate
Freshman	first or second	25
Sophomore	first or second	25
Junior	first	24 ½
Junior	second	24
Senior	first	23 ½
Senior	second	23

44. HARASSMENT

(FNCD, FB)

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or 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. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

a. Verbal, physical, or written harassment or abuse;

b. Repeated remarks of a demeaning nature;

c. Implied or explicit threats concerning one's grades, achievements, etc.;

d. Demeaning jokes, stories, or activities directed at the student;

e. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

a. Prompt investigation of allegations of harassment;

b. The expeditious correction of the conditions causing such harassment;

c. Establishment of adequate measures to provide confidentiality in the complaint process;

d. Initiation of appropriate corrective actions;

e. Identification and enactment of methods to prevent reoccurrence of the harassment; and

f. A process where the provisions of this policy are disseminated in writing annually to all staff and students

45. HAZING

(FNCC)

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which would adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include suspension for students and employment termination for employees.

46. HONORS PROGRAM

(EIDA)

The Waynoka Board of Education believes that outstanding efforts and achievements should be recognized and rewarded when appropriate.

Therefore, the honors program policy shall include the following guidelines:

1. Membership in the Oklahoma Honor Society is limited to 10% of the student body. Students whose grade averages are in the top 10% for the current and immediately preceding semesters will be awarded membership certificates.

2. In order to qualify for the superintendent's honor roll, students in grades seven through twelve must have earned all A's at the end of each semester.

3. In order to qualify for the principal's honor roll, students in grades seven through twelve must have earned grades of either A or B at the end of each semester.

4. In order to qualify for a senior academic honor award, students must have an overall grade point average of 3.5 or above.

5. To qualify for any honor roll or award, a student must have earned at least a satisfactory in citizenship.

6. Medals, certificates, and awards for athletics, music, academic subjects, and attendance will be presented at the end of the school year Awards Assembly.

7. The Fighting Heart Award is presented each year in honor of Johnny Briseno to the high school boy and girl athletes who contribute most to the overall success of their teams through dedication, attitude, spirit, morals and leadership. Selection for the award is made by the athletic teams.

8. The "O" Award is presented each year to qualifying students.

9. To qualify for The National Honor Society, candidates must have been in attendance at Waynoka Public School a minimum of one semester and have and maintain a GPA of 3.0 or better. Candidates will then be evaluated on the basis of service, leadership and character before being selected as members. A complete list of criteria including the National Honor Society Constitution can be obtained in the high school principal's office.

47. INDIVIDUAL CAREER ACADEMIC PLAN

(See also Graduation Requirements)

Individual Career Academic Planning (ICAP) is a collaboratively developed, student-driven process where students cultivate their own informed decisions for post-secondary success based on their interests, skills and future goals. Individual Career Academic Planning is a multi-year process that guides students as they explore career, academic and post-secondary opportunities. Families, students and educators collaborate to develop the ICAP, which equips students with the awareness, knowledge and skills to create their own meaningful exploration of college and career opportunities. Individual Career Academic Planning enables youth to become college and career ready. Students who are college and career ready become aware of the relevance and utility of academic courses and out-of-school learning opportunities. As a result, students select a more rigorous academic course schedule, increase efforts to perform well academically, seek out work-based learning opportunities and establish intentions to pursue post-secondary training or a degree program.

48. IMMUNIZATION

(FFAB)

The Waynoka Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards which may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school without evidence of having received the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Health prior to the enrollment of a child in a public school:

Pre-K:

4	DTP
3	Polio
1	MMR
3	Hep B
2	Hep A
1	Varicella

Kindergarten - 6th Grades:

5	DTP
4	Polio
2	MMR

3	Hep B
2	Hep A
1	Varicella

7th - 12th Grades:

5	DTP & 1 Tdap booster
4	Polio
2	MMR
3	Hep B
2	Hep A
1	Varicella

49. INTERNET POLICY
(EFBCA, EFBC-R, EFBCA-R1)

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY
The Waynoka Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.
In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only**. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. Netiquette. All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

D. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. Cyber Bullying - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

• Sending mean or threatening messages via email, IM (instant messaging), or text messages.

• Spreading rumors about others through email, IM, or text messages.

• Creating a Web site or Snapchat (or other social-networking) account that targets another student or other person(s).

• Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.

• Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Waynoka Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Smart Filter for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Computer Use

In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district.

Personal computers not owned by the school district shall not be brought to school or used in school except with permission of the superintendent or the superintendent's designee. School district computers and computer accessories will be used only by students and faculty members.

School district patrons may be permitted to use school equipment only under certain circumstances as determined by the board of education. Permission to use school computers or other school technology is granted as a privilege that

may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and directions of school faculty or system operators.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or a computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will ensure that all members of the class read and understand such procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto. Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Failure to cite content accessed electronically is academic misconduct. Students or staff may be disciplined for failing to appropriately cite materials.

Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed into, or removed from, school district computers only by, or at the direction of, an authorized faculty member. No commercial software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, or otherwise harass, any other user or system operator of any bulletin board or telecommunications entity.

Telecommunication users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to ensure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information that purposely or negligently injures a person.

The superintendent or designee shall have access to all materials loaded or stored on the district’s computers. Accordingly, no user of the district’s computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal email, loaded or stored on district computers.

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district’s Internet service or computers. Activity may be monitored at any time and disciplinary action taken for inappropriate use.

Students and staff have an affirmative duty to notify the administration of sites that were inappropriately accessed so that the computers may be checked and inappropriate materials removed from the hard drive.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.

2. Take pride in communications. Check spelling and grammar.

3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.

4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.

5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.

6. Do not disguise the point of origin or transmission of electronic mail.

7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.

8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.

10. No charges for services, products, or information are to be incurred without appropriate permission.

11. Do not use the network in such a way that you would disrupt the use of the network by other users.

12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.

13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.

14. Report security problems to the supervising teacher or system administrator.

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

50. LETTERING QUALIFICATIONS
(FGBA)

It is the policy of the Waynoka Board of Education that the school athletic letter and the right to wear the letter award are earned by athletes who have represented the school in athletics and have met the established requirements.

Letters in specific sports are awarded to athletes who maintain eligibility requirements and remain students in good standing. The head coach of each sport will establish requirements for that sport.

Special awards must be approved by the athletic director and must not violate the OSSAA rules on special awards.

To be eligible for an athletic blanket, a student must be in one sport four years or two sports three years with one sport being in the senior year. Students who transfer into this district during the junior or senior year must participate in at least one sport per season from the time they enroll. A review committee will consider appeals for a hardship case, as the need arises.

51. LIBRARY POLICY

(EFACA-R)

In accordance with the policy of the board of education, the following regulation shall govern the use of the school library and materials.

a. Borrowed books are due two weeks from the date they are checked out.

b. Students may check out a maximum of two books from the library at one time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project.

c. Books may be borrowed for one additional week unless someone is on a "request list" for the book.

d. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers. A fee will be charged for overdue books. Absence does not excuse a student from payment of these fees. Grade cards may be held until payment is made.

e. Borrowers will be charged replacement costs for all books or materials which are lost or destroyed.

f. Encyclopedias and other reference books or materials may not be removed from school premises. A photocopy of a specific article may be obtained from the librarian.

g. Magazines, newspapers, and other periodicals may not be removed from the library and must be returned to the proper rack, shelf, or table.

h. Students will not be admitted to the library while classes are in session without a hall pass signed by their teacher.

i. Quiet and orderly conduct in the library will be enforced by the library staff.

j. Audio-visual equipment and material may be checked out by teachers only. Teachers may request equipment for student use.

k. The use of library equipment and materials shall be pre-arranged with the librarian including any after school uses.

l. Classes reporting to the library are to be scheduled with the librarian and must be accompanied by the teacher responsible for the discipline of the group. Teachers will not send more than two students at a time to the library without first notifying the librarian.

m. Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma law to remove or attend to remove any library material from the premises of a library facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library materials, or to fail to return any library materials which have been lent to said person by the library facility, within seven days after demand has been made for the return of the library materials.

n. The librarian or any person on the library staff will not disclose or permit the revealing of any records or materials which disclose which documents or other materials have been loaned to or is being used by any student or group except such information may be disclosed to (1) persons acting within the scope of their duties within the

school district, (2) persons authorized to inspect such records in writing, by the student or group, or (3) by order of court.

52. LOCKERS
(FNFA)

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter. Lockers should always be closed. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

Lockers are loaned to students during the school year but remain the property of the school and may be inspected periodically to insure that they are being properly cared for and that contents are in no way harmful to the owners, other students, or to the school building. If, at the end of the school year, the locker has not been maintained in good condition, a maintenance fee will be assessed. These rules should be followed:

a. All lockers should be cleaned out weekly.

b. Under no circumstances should a student tamper with another student's locker.

c. Students should remain quiet while at lockers and refrain from banging locker doors or closing it by kicking it shut.

d. Students are not permitted to change lockers unless special permission is given by the principal.

53. LUNCH PROGRAM

The district participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the Superintendent's Office.

BREAKFAST PRICES:	LUNCH PRICES:
Students PK-6 - Free	Students PK - 6 - Free
Students 7-12 - Free	Students 7-12 - Free
Employees - $3.00	Employees - $5.25
Guests - $5.00	Guests - $7.00

Students in grade Pre-K through fourth have a milk break throughout the day. The price of this milk is $0.50.

54. MOMENT OF SILENCE
(EM1)

It shall be the policy of the Waynoka Board of Education that no sectarian or religious doctrine shall be taught in the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

The district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

The moment of silence for Elementary will be held during the Hallway Huddle. The Middle and High School will recognize the moment of silence at the beginning of the first hour daily.

55. MUSIC CONTEST PARTICIPATION
(EHAD)

A student under a private instructor will be permitted to participate in vocal and/or instrumental contest at the Seiling Music Festival and/or the Enid Tri-State Music Festival under the following stipulations:

a. The school must be informed in writing at least twenty-four (24) hours prior to the event of all students who will be participating in the event and the performance time of each student. (If the event begins on Monday morning, this notification must be submitted by noon on the Friday prior to that Monday.)

b. Students will be allowed to ride the school bus to and from the event as long as there is space available on the bus. Additional transportation will not be provided for these students if there is no extra space available, and the time scheduled for the bus transportation will not be extended to accommodate these students.

c. Since both festivals are school sanctioned activities no student on the ineligible list at the time of the event will be allowed to participate in that event.

56. PARENTS BILL OF RIGHTS
(EHBDBA)

Parents may submit a written request to obtain the specific information listed in the Parents' Bill of Rights during regular business hours by contacting the building principal or superintendent.

See Waynoka Board of Education Policy EHBDBA

57. PEP ASSEMBLIES
(EME)

Pep assemblies will be held at various times during the school year. All students will be expected to attend the pep assemblies. However, students on the ineligible list will NOT be allowed to attend pep assemblies.

58. PERSONAL ELECTRONIC DEVICES

(FNG)
It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises or while in transit under the authority of the school. Coaches and sponsors have the authority to extend and adjust this policy for extracurricular activities. Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student for unauthorized use of technological devices. Students found to be using any technological device for any illegal purpose, violation of school rules, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device confiscated. Students violating this rule may be disallowed from carrying any technological device following the incident unless the device is utilized to monitor a health condition. Use of an electronic device to photograph or video inappropriate behavior or situations will result in the

forfeit of technological device privileges. Students found to be in possession of a technological device in violation of the rules shall be subject to disciplinary action under the student discipline policy including confiscation of the device, detention, or suspension. Where appropriate, police authorities may be contacted.

PreK-6th grade students should check their devices daily in the Elementary office. When leaving for the day, or at the end of the school day, devices should be returned to the student.

7Th -12Th The use of any wireless device such as cell phones, headphones, earbuds, smartwatches, etc., not provided by the school for student instruction are not allowed in the classrooms by students. If students bring these items to school they must turn them off upon entering the 1st hour classroom and leave them off and in their lockers or backpacks until the end of the school day. Cell phone/smartwatch usage is not allowed in the hallways during passing.

This policy will be strictly enforced between the hours of 8:20 am – 3:15 pm. If parents need to contact their students they should contact the high school office at 580-824-6561, the elementary school office at 580-824-4341 or email their student at any time during the day using the student's school email account, which they will have access to through their school provided laptop.

1st Violation: The device will be confiscated by staff and turned into the office until the end of the day to be picked up by the student.
2nd Violation: The device will be confiscated by staff and turned into the office until the end of the day to be picked up by the student. The student will have lunch detention for three days.
3rd Violation: The device will be confiscated only to be picked up by parents. The student will have lunch detention for three days and two days of after school detention.
4th and Subsequent Violations: The device will be confiscated only to be picked up by parents. The student will have lunch detention and two days of after school detention and will have to turn in their phone to the principal's office at the beginning of school and will be picked up after school for a minimum of one week. If any further violations occur, times and days will be lengthened by administration.
*If at any time a student refuses to turn over the communication device, the parents will be called to pick up the phone and disciplinary action will be taken.

What is appropriate instructional use of technological devices?

Appropriate use is any planned instructional activity incorporating the diverse integration of today's technology aligned with ISTE standards during an educational lesson. EX. Calculators, internet research, question-response activities, note applications, etc.

See board policy FNGA and FNGA-E

59. PHYSICAL EXAMINATIONS
(FMF-R1)

All students who participate in athletics must have an annual physical examination and a concussion and head injury acknowledgment form on file at the school prior to practice or competition. Athletes are financially responsible for any physical examinations when required. If an athlete is under a doctor's care, the athlete must have a signed doctor's release before participation in any practice or contest. An athlete who has had a concussion or suspected head injury must receive a written clearance to return to participation from a licensed health care provider trained in the evaluation and management of concussion. This release must be presented to the principal or his/her designee prior to any participation.

60. PRESCRIPTION MEDICATION
(FFACA)

All students must inform the office of any prescription medication being taken on school grounds and/or during school hours. This policy benefits all students and faculty in providing the safest environment possible. Student

will be required to fill out a form in the office so that the administration will have resources in case of emergency. The student will list their name, name and type of medication, dates of usage, and the doctor's name and phone number. Any student who does not adhere to this policy will face disciplinary action by the administration.

61. PROFICIENCY BASED PROMOTION

See School Policy Manual item EIAE.

62. RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures.

A student who will need to leave school during the day must bring a note from his or her parent that morning or have them call the school office. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The administration will decide whether or not the student should be sent home and will notify the student's parent.

63. REMEDIATION POLICY

(EK-R2)

Students in grades sixth through twelfth have the opportunity to attend remediation from 8:00 – 8:20 each morning. Students in grades sixth through eighth have a second opportunity to attend remediation after school from 3:20 – 3:40. Students in grades nine through twelfth have a second opportunity to attend remediation from 3:20 – 4:00 each afternoon. During this time questions will be answered, homework will be checked and/or remediation will take place. Some classes have required remediation. These classes include: 7th Grade English Language Arts, 7th grade Math, 7th Grade Science, 8th grade English Language Arts, 8th Math, 8th grade Science, English I, English II, English III, English IV, Algebra I, Algebra II, Geometry, U.S. History, Physical Science, Biology I, Biology II and Chemistry, any laboratory science, history, or math taken by a student during their Junior year that is not listed specifically. Students who have an 80% or above will be exempt from attending. Students who fail to attend the morning will be required to attend after school that same day. Students failing to attend these times will be subject to the discipline policy and will be immediately ineligible from participating in any school activity. The grading period for the remediation policy will run concurrently with the grading period for eligibility. Students in grades three through five needing additional work in the areas of math and/or reading will have the option of staying for the afterschool program.

Students who do not score above basic or higher on the Oklahoma School Testing Program will in some instances be required to attend remediation and be subject to the above remediation attendance policy.

Prior to and during the Oklahoma School Testing Program window all students may be required to attend remediation and be subject to the above remediation attendance policy.

64. REPORT CARDS

(EIAB)

Report cards are issued following the end of each semester. Special reports will be made at periodic intervals to notify the parents of unsatisfactory progress. Semester grades will be recorded on the permanent records.

Students may be placed on a "hold" list and not receive their report cards if they have outstanding class dues, organizational dues, library fines, or other criteria deemed reasonable by the administration.

65. RESIDENCY REQUIREMENTS

(FD, FDA)

It is the policy of the Waynoka Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S.§1-113(c). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely 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 children should be determined pursuant to procedures utilized by the State Department of Education.

An adult who does not fall within the categories listed above, who hold legal residence in the district, and now 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 the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes to a major degree to the support of the child.

66. SAFETY/ACCIDENT PREVENTION

Student safety on campus or at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety.

Students should:

a. Avoid conduct that is likely to put the student or other students at risk.

b. Follow any additional rules for behavior and safety set by the principal, teachers, or bus driver.

c. Remain alert to and promptly report safety hazards, such as intruders on campus.

d. Know emergency evacuation routes and signals.

e. Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of the student.

67 SCHOOL BUSES

(FFFF)

The Waynoka Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those students identified below and on such auxiliary trips as the board shall approve.

The board shall provide school bus transportation to students who live outside the Waynoka city limits and at any designated pick-up points. The provision of school bus transportation is not a right of students, but is a privilege extended by the board of education. Strict adherence to rules and regulations shall be required.

The following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.

2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.

3. Smoking is not permitted on school buses.

4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.

5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the remainder of

the school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.

6. For misconduct other than vandalism, the student's parent/guardian and the principal shall be notified of the first occurrence. The principal shall take whatever reasonable action he deems necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For the third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.

7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.

8. After the bus is enroute, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.

9. If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

68. SCHOOL CLOSINGS

Should it become necessary to close school because of bad weather, the Superintendent will notify Oklahoma City Television News Stations and an "all call" via Apptegy-Thrillshare will be sent to parent/guardian contact information listed at enrollment before 7:00 a.m. if possible. Please view these television stations and be prepared for contact from the school in the form of email, phone call and/or text message, depending on your selection for announcements at enrollment.

Should it become necessary to close school for any other reason the Superintendent will notify students and families via the Apptegy-Thrillshare "all call" system.

69. SCHOOL PARTIES

Classes and organizations are permitted only one class party each year. Sponsors will request and supervise these parties. Parties must be scheduled one week in advance, and an outline of events turned into the principal's office in advance. No classroom parties can be held during class time except by permission of the principal.

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

70. SCHOOL SPONSORED TRIPS

(EFD)

Trips will be allowed on the basis of educational value. No trips will be sponsored by the school unless it has specific educational value for the students. Request forms will be filled out and approved by the principal for each trip.

71. SEARCH OF STUDENTS

(FNF)

The Waynoka 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, teacher, and security personnel shall have the authority to search a student's property when there is reasonable suspicion for such searches.

The board of education also believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property. Such searches will be arranged by the administration at his/her discretion and will target only school property including lockers and vehicle parking areas. Students and staff members will not be the subject of animal searches and will be searched in accordance with school policy only if probable cause arises during a search of school property.

Students have no expectation of privacy concerning lockers, desks, or other school property.

72. SENIOR TRIPS

Senior trips will not be sponsored by the Waynoka Public School.

73. SEXUAL HARASSMENT OF STUDENTS
(FB)

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Waynoka Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

74. SPONSORS

The administration will assign class sponsors each year for grades 7 -12.

75. SPORTSMANSHIP

(FMFE)

The Waynoka Public School district is judged by the actions of student athletes on the field and court as well as the spectators in the stands. Our team will never be any nearer victory because of boos and catcalls. Unsportsmanlike behavior is not in the traditions of Waynoka Public Schools, nor is it acceptable.

76. STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS
(FMC)

The Waynoka Board of Education believes that extracurricular activities are those activities which primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas. See also eligibility.

Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the discipline policy will apply in addition to any consequences specified by the organization.

Students of the Waynoka School District have the opportunity to participate in the following clubs and organizations sponsored by or under the direct control and supervision of the school district:

1. FFA (Future Farmers of America) - The FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education. Keeland Nix is the sponsor.

2. FCCLA (Family, Career and Community Leaders of America) - The FCCLA promotes personal growth and leadership development through Family and Consumer Science education. It focuses on the multiple roles of the family member, wage earner and community leader. Members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. Alisha Pitts is the sponsor.

3. TSA (Technology Student Association) - The TSA fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs. Thure Tolson is the sponsor.

4. Academic Team – Waynoka School has two academic teams, high school and junior high. The purpose is to provide a competitive arena for our highly intellectual and academic students. The teams promote self-confidence, encourage life-long learning and celebrate academic achievement, all while emphasizing the importance of teamwork. Megan Smith is the sponsor for Junior High (Grades 7-8) and High School (Grades 9-12).

5. STUCO (Student Council) – The STUCO gives students the opportunity to develop and apply leadership and life skills. The organization's goal is to recognize individual and school achievements, support community service and provide positive, enthusiastic ideas. Megan Garrison is the sponsor.

6. ESports - Electronic gaming will give students (9th-12th) grades an opportunity to develop team building, leadership, and communication skills through gaming. The goal is to provide individuals another avenue to compete for scholarships in a team atmosphere, to encourage sportsmanship and continue the learning environment. Ronnie Nix is the sponsor.

77. STUDENT CHECKOUT

Students in grades 7 - 12 will be required to completely check-out of school at the end of the school year. Any underclassman not fulfilling this requirement will not be enrolled in the next semester of school until such requirement is satisfied. Any senior student who has not completed this requirement will have his/her diploma withheld until such requirement has been satisfied.

78. STUDENT DIRECTORY INFORMATION
(FL-R)

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;

2. Class designation (i.e., first grade, tenth grade, etc.);

3. The student's extracurricular participation;

4. The student's achievement awards or honors;

5. The student's weight and height if a member of an athletic team;

6. The student's photograph.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

79. STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

The Waynoka Board of Education recognizes that out of school conduct of students attending school within this district are not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to the following:

a. Damaging school property, e.g. a school bus

b. Engaging in activity which causes physical or emotional harm to students, teachers, or other school personnel

c. Engaging in activity which directly impedes discipline at school or the general welfare of school activities

80. STUDENT DISCIPLINE - POSSESSION OF ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

(FNCF, FNCE)

Sale, distribution, use or possession of alcoholic beverages, controlled substances (illegal drugs), marijuana, steroids, or other materials expressly prohibited by federal, state, or local laws, is not permitted in school buildings, on school property, or at school functions. Also, the sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted. A trace of illegal drugs/alcohol in one's body is a violation of this policy.

Violation of this policy will result in the following consequences:

a. When possible, the parent/guardian will be notified.

b. The law enforcement agency will be notified of any criminal activity and school official will cooperate fully.

c. The student may be required to submit to any or all of the following tests: blood, breath, polygraph.

d. 1st Violation: The student will be suspended for a period not to exceed nine weeks. Drug counseling is optional for that student to enroll before the suspension is completed.

2nd Violation: The student will be suspended for a period not to exceed one semester. Drug rehabilitation is optional for that student to enroll before the suspension is completed.

These consequences will be imposed independently of court action. However, the consequences may be lessened or waived if information provided by the student leads to the arrest and conviction of the person or persons illegally dealing in drugs.

Any school employee who suspects that a student is violating this policy must report the name of the student and details to the principal.

A student may be searched when there is reasonable suspicion that a student may be hiding evidence of wrongdoing.

Students suspected of violating this policy should be referred for counseling and parents should be notified.

Due process will be observed in the administration of this policy.

Definitions:

1. **Drug.** Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, controlled substances, hallucinatory drugs, marijuana, steroids, glue, paint, or materials expressly prohibited by federal, state, or local law.

2. **Possession.** Possession includes having the drug on the person, in the immediate vicinity of their person, or among the personal possessions (locker, automobile, etc.) of the individual.

3. **Abusive Use**. The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

The counselors of Waynoka Public School may be of some help to students and parents in suggesting possible areas of drug/alcohol counseling and rehabilitation centers in our area, but Waynoka Schools or the personnel will not be held responsible for a student's well-being based on the information given.

81. STUDENT FEES AND FINES

(FP)

It is the goal of the Waynoka board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines, or charges may be required.

The following areas will require payment of a fee, fine, or charge by the student:

a. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.

b. Security deposits for the return of materials, supplies, or equipment

c. Items of personal use such as student publications, class rings, annuals, and graduation announcements

d. Any authorized student health or accident benefit plan

e. Items of personal apparel which become the property of the student and which are used in extracurricular activities

f. Fines assessed for lost, damaged, or overdue library books

g. Other fees, fines, or charges specifically permitted or required by law

h. Fines for damaged technology:

1st incident-$50

2nd incident-$100

3rd incident-total replacement

Lost computer technology- total replacement

Payments to schools for lost or damaged instructional materials will be deposited in the general fund as a line item account and will be used to purchase replacement materials as necessary.

Students who are financially unable to make payment for lost or damaged instructional materials will be allowed to arrange to work off their debts in a program approved by the superintendent or the superintendent's designee.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

Students with outstanding class dues, organizational dues, library fines, or other fees or charges will not receive their report cards until payment is received. Students in the 12th grade who have not fulfilled these obligations also will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

82. STUDENT INFORMATION CHANGES

Students are expected to advise the school office of any statistical change i.e. name, class, address, phone number, locker number, or such information.

83. STUDENT INSURANCE

(FFD)

It is the policy of the Waynoka Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available for each student during the first week of classes. The purchase of such insurance is entirely within the discretion of parents, however, students playing nine through twelve football must provide evidence of insurance coverage.

The public school may not legally pay insurance premiums or medical bills for students.

In making accident insurance available, the school district assumes no financial obligation or liability as agent or representative of any insurance company or agency.

84. STUDENT PERMANENT RECORDS

(FLE)

It is the policy of the Waynoka Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from kindergarten throughout the remaining school years, and shall include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, and personal family background.

It is the policy of the board to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records. The school district will transfer and release confidential information in accordance with policy to:

The Department of Human Services

The Department of Mental Health and Substance Abuse Services

The State Department of Health

The State Department of Education

The State Department of Vocational and Technical Education

The Oklahoma Commission on Children and Youth

The JD McCarty Center for Handicapped Children

The Department of Corrections

Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed above and providing institutional, community residential or community based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family

Persons and agencies subject to the rules promulgated by the agencies listed above

Statutorily-constituted juvenile bureaus.

Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential

information or other person authorized by law to execute such consent on his behalf, if the subject of the confidential information is an adult.

85. STUDENT PUBLICATIONS

(FME)

All student publications (yearbook, newspaper, etc.) and presentations (assembly material, will, prophesies, etc.) shall be reviewed by the principal or his designated representative prior to publication or presentation and may be edited as deemed necessary to fall within the boundaries of socially accepted morality.

86. STUDENT RIGHTS AND RESPONSIBILITIES

(FN)

All students have the same civil rights. These rights are limited by the capability of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

Rights

Students have the right to expect that attending school will be productive.

Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.

Students have the right to compete for student office and to vote in student elections.

Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.

Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.

Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

Responsibilities

Students will attend school daily (except when ill), attend all classes and be on time.

Students will come to class prepared with proper materials, such as textbooks, pencils, and/or pens, etc.

Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.

Students should be willing to volunteer information in disciplinary cases if they have knowledge.

Students should willingly and dutifully serve that segment of the student body which they represent.

Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.

Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.

Students should develop the best school record of which they are capable.

Students will maintain a clean and pleasant atmosphere in the building and on the grounds.

Students will follow the directions of teachers, administrators and other responsible school officials.

87. STUDENT SURVEYS
(EK-R1)

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;

2. Mental and psychological problems of the student or the student's family;

3. Sex behavior and attitudes;

4. Illegal, antisocial, self-incriminating, and demeaning behavior;

5. Critical appraisals of other individuals with whom students have close family relationships;

6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers; or

7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or

8. Religious practices, affiliations, or beliefs of the student or the student's parent. Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

88. STUDENT TRANSFERS

(FE, FEF, FEH)

Transfers in or out of Waynoka Public School are determined on a case by case basis.

See Waynoka Board of Education Policies FE, FEF, FEH

89. SUSPENSION OF STUDENTS
(FOD)

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

a. Acts of immorality

b. Violations of policy or regulations

c. Possession of an intoxicating beverage, low point beer

d. Possession of a wireless telecommunication device in violation of school rules

e. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

f. Possession of a dangerous weapon or controlled dangerous substance

g. Possession of a firearm shall result in out-of-school suspension of not less than one year

h. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property

i. Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. If alternative in-school placement options are considered inappropriate, the principal must provide written justification which will become part of the student's permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. The right to appeal the suspension process can be found in the board policy FOD-R. Student participation in extracurricular activities will be in accordance with district eligibility requirements.

90. TELEPHONES

Only for emergencies will students be allowed to place or receive calls. Students should not ask teachers for permission to make phone calls during class time.

91. TESTING

(EK)

It is the policy of the Waynoka Board of Education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student. The board recognizes that information relative to the personality, environment, home life, parental or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student is privileged and confidential. Such information shall not be tested for and if revealed shall be discarded.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act.

92. TITLE IX

The Waynoka Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Waynoka Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status."

93. TOBACCO
(CKDA)

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

Students are prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated and the student will be subject to the discipline policy.

94. TRANSPORTATION

Transportation will be provided for students having classes away from the main campus. No student shall use vehicles for the purpose without permission of the teacher and/or the principal in accordance with Policy FFFD-R.

95. VALEDICTORIAN AND SALUTATORIAN SELECTIONS
(EIC-R2)

The selection of the valedictorian and salutatorian of the graduating class shall be made when all grades are recorded at the end of the first semester of the senior year. Grades from ninth, tenth, eleventh, and first semester of the twelfth grade will be used to determine the winner. Only those students who have enrolled during or before the second semester of the eleventh grade and have maintained continuous enrollment at Waynoka High school until graduation will be considered for this honor. Exceptions will be made in the case of senior students transferring into this school district due to the closing of their school.

Grade point averages will be calculated on the basis of A=4, B=3, C=2, D=1, and F=0. Advanced classes will be calculated on the basis of A=5, B=4, C=3, D=1, and F=0. Advanced classes include: Advanced Placement (AP) classes/Concurrent Enrollment. Students transferring into Waynoka High School will have their grades and GPA adjusted to these grading scales. To qualify for valedictorian or salutatorian, a student must have at least two units of mathematics above Algebra I and one unit of science above Biology I.

Any student having a 4.0 GPA or better and meeting the above criteria will be designated as valedictorian. Students with the highest grade point average below 4.0 GPA will be designated as salutatorian.

The eighth grade valedictorian and salutatorian shall be selected when all grades are recorded at the end of the first semester of the eighth grade. Grades from the sixth and seventh grades and the first semester of the eighth grade will be used in making the determinations. Students who enroll in the eighth grade during the second semester will not be considered for the honor.

96. VEHICLE USE AND PARKING

(FFFD, FFFD-R)

The Waynoka Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle in the parking lot designated for student parking. Students will NOT park vehicles in the parking lot(s) designated for staff and visitors. The vehicle will not be used during the school day, with the exceptions listed in policy FFFD-R for high school students. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

The following rules and regulations shall govern student parking on school grounds:

1. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma operator's license.

2. Students may not sit in, or upon, or congregate around vehicles at any time during school.

3. Students may drive motor vehicles to lunch during lunch period.

4. Students may drive motor vehicles during school hours (other than lunch) when given permission by school administration to drive to facilities on school campus or owned and used by the school district for educational purposes or extracurricular activities.

d. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.

e. Any student in violation of any of these rules shall, on the first offense, be suspended from operating a vehicle on school premises for 5 school days. A second violation shall result in a suspension from operating a vehicle on school premises for 10 school days. A third violation will result in the suspension of driving privileges of no less than 90 school days.

Driving in an unsafe manner may be cause for suspension from school.

97. VISITORS
(GJ)

It is the policy of the Waynoka Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. An appointment made in advance with the school is helpful to both the school and the teacher as it enables the school staff to plan for the visit.

See Board Policy GJ

98. WEAPONS FREE SCHOOL

(FNCGA)

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 not less than 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 (1) 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; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) 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, 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. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar day at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education services.

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.

99. WITHDRAWAL FROM SCHOOL

(FEXX)

The Waynoka Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reasons. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time if possible.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the Department of the name, address, race, and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within 15 working day of receipt of the notice DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver's license of the student will be canceled or the application of the student will be denied 30 days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designees shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

100. ZERO HOUR

Zero hour will begin at 8:00 a.m. and end at 8:20 a.m. In accordance with the Remediation Policy, all students in grades 7-12 who have an 80% or lower need to attend the class in which they are deficient. Students will be notified by their teacher the last day of the week prior to their required attendance. Any student may attend but must be present at the 8:00 tardy bell to be eligible for attendance. All other students will participate in peer tutoring.

See Board Policy EK-R2 See Handbook Policy 58