

# WESTVILLE PUBLIC SCHOOLS INDEPENDENT DISTRICT NO. I-11

## BOARD OF EDUCATION

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Joshua Barton..... Vice-President  
James Hinkel..... Clerk  
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**CATHY MATTHEWS**, Special Education Director  
**RENAE PRICE**, Alternative Education Director  
**EDDIE ROBERTS**, Dean of Students, Grades 7-12

## School Telephone Numbers

**918-723-3181**

Superintendent.....ext. 1250  
Elementary Office.....ext. 1152  
Junior High (7 – 9).....ext. 1451  
High School (10 – 12).....ext. 1310  
School Nurse.....ext. 1101  
Registrar.....ext. 1322  
Cafeteria Secretary .....ext. 1260  
Special Services .....ext. 1323

## School Website

*School Website Address* [www.westville.k12.ok.us](http://www.westville.k12.ok.us)

Our district Wide Report Card as required by ESSA can be viewed at the school website. Hard copies of this report card can also be obtained upon request.

## **PREFACE**

The faculty of Westville Public Schools extends to you a warm welcome and solicits your cooperation in its effort to make this a genuinely outstanding academic year.

Education is a privilege too often ignored. As free humans and citizens of America, we have a strong obligation to ourselves, as well as our community, state, and nation to be educated and enlightened. Let us today make a strong commitment to this obligation. Your school has committed itself by providing the best educational environment it can. Great care should be taken in planning your time and activities and selecting your courses.

Though earning an education is a very serious endeavor, school days can and should be full of fun and happiness. Your adjustment and success in life, whether it be today, in college, on the job, or in other endeavors, is related and already dependent upon your adjustment and success in school. You are, therefore, building a foundation for now and the future, and it is imperative that you give your very best. The faculty of Westville Public Schools pledges to give you its very best.

## **NORTH CENTRAL RATING**

Westville High School has been a member of the North Central Association of Secondary Schools and Colleges since 1952. A membership in North Central is the highest rating a high school can have. To be a member means that very high standards must be maintained.

Your board of education, the administration, and the faculty are constantly on guard to maintain this high rating. You are fortunate to have the privilege of attending such a school, and to know that your high school credits will be accepted without question anywhere in the United States. Westville High School is also a member in good standing of the Oklahoma Secondary Schools Activities Association

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

**“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.”**

Each morning all classes will recite the Pledge of Allegiance. Any student that wishes not to participate is asked to stand outside the classroom door and re-enter immediately following its completion.

## **THE AMERICAN CREED**

“I believe in the United States of America as a government of the people, by the people, and for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states, a perfect union, one and inseparable, established upon those principals of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it my duty to my country to love it, to support its constitution; to obey its laws; to respect its flag, and to defend it against all enemies.

## **HIGH SCHOOL CREED**

“I believe in Westville High School as an institution for the advancement of citizenship and knowledge, which are essential to good government and the happiness of mankind.

I therefore believe it is my duty to my school to honor it, to uphold its regulations and traditions, to defend it against all destructive criticism, and to encourage its activities.”

## **ELEMENTARY CREED**

I am a bright student at Westville Elementary School. I accept the responsibility for my behavior. My teacher believes I am an important person. I come to school to learn, and I will accept the challenge to learn so that I can be successful in whatever I choose to be.

## **SCHOOL MISSION**

**We strive to inspire the future by instilling the skills for lifelong learning and responsible citizenship in our students.**

**SCHOOL COLORS** - Purple & Gold

**SCHOOL MOTTO** - Do Right

**SCHOOL EMBLEM** - Yellow Jacket

## **School Song**

Cheer, cheer for old Westville High  
Give three cheers for old Westville High.  
Loyal, faithful, always true,

We'll always be in love with you.  
You've taught us wisdom we'll never forget  
In after years we'll still love you yet.  
You'll always be our idol school;  
So, Rah, Rah, for Westville High.

### **MORALITY CODE**

1. I will control my tongue, and will not allow it to speak mean, vulgar or profane words. I will think before I speak. I will tell the truth.
2. I will keep my clothes, my body, and mind clean.
3. I will not cheat; I will keep the rules.
4. I will treat my opponent with courtesy, and I will be a good loser or generous winner.
5. I will be sportsmanlike, generous, fair and honorable in my work as well as in my play.
6. I will show respect for the advice of older and wiser people.
7. I will be loyal to my school.
8. I will be loyal to my town, my state, and my country.

### **PUBLIC NOTICE FOR ASBESTOS**

A complete inspection for asbestos containing material (ACM) has been completed at Westville Public Schools. Bulk samples were taken of all suspect materials and were analyzed by E.P.A. Accredited Laboratory. Results of the analysis have been received and have been incorporated into a management plan designed specifically for Westville Public School. This management plan is available for public inspection during normal school hours.

### **ADMISSIONS**

Students entering from an elementary, junior high/middle, or secondary school not accredited by the State Board of Education shall be required to take comprehensive, written examinations in the subject areas pursued in the non-accredited school. Results of the examinations may be used in determining the academic units for which a student is to receive credit. All examinations shall be administered by the receiving school. Copies of the exams given, and the results shall be kept on file for one year.

Students must be 4 years of age on or before September 1 to enroll in Pre-Kindergarten. Students must be 5 years of age on or before September 1 to enroll in kindergarten. Students enrolling in First Grade must be 6 years of age on or before September 1

### **ATTENDANCE OF SCHOOL**

- A. It shall be unlawful for a parent, guardian, custodian, or other person having control of a child who is over the age of five[5] years and under the age of eighteen [18] years, who has not finished four [4] years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of sixteen [16] years and under the age of eighteen [18] years, and who has not finished four [4] years of high school work, to neglect or refuse to attend and comply with the rules of some public, private, or other school, or to receive an education by other means for the full term the schools of the district are in session. Provided that this section shall not apply [1] if such child is prevented from attending school by reason of mental or physical disability, to be determined by the Board of Education of the district upon a certificate of the school physician or public health physician, or if no such physician is available, a duly licensed and practicing physician, [2] if any such child is excused from attendance at school, due to an emergency, by the principal of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child, [3] if any such child who has attained his or her sixteenth [16] birthday is excused from attending school by written, joint agreement between

[a] the school administrator of the school district where the child attends school and [b] the County Judge of the county in which the child lives. Provided, that in counties where a judicial officer other than the County Judge is charged by the law with the handling of the problems of juvenile persons, such judicial officer shall have the authority to make the joint agreement with the school administrator. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and a county judicial officer unless and until it has been determined that such action is for the best interest of the child and/or the community, and until the child has reached the age of eighteen [18] years

- B. It shall be the duty of the supervisor of school census and attendance to enforce the provision of this section. Any parent, guardian, custodian, child, or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine or by imprisonment in the county jail for not more than ten [10] days, or by both such fine and imprisonment. [School laws of Oklahoma, Section 150.] State financing of a school and its transportation is based upon actual days a child attends school. [State Finance Laws IX]. Absenteeism costs the school district and reduces the amount of money that the district has available to provide education for all students.
- C. Virtual Attendance Policy: Students enrolled in virtual school must be in grades 11<sup>th</sup> or 12<sup>th</sup>, good standing attendance, and have a GPA of 3.0 or above with extenuating circumstances. A parent or guardian must meet with the principal before being approved for virtual school.

BOARD OF EDUCATION

Joshua Barton, Vice-Pres. Paula Vaughan, Member	Nathan Smith, President	Agnieszka Hincal, Clerk Clay Skayton, Member
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**Westville Public School**

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Independent District 1-11  
Hwy 66 & Park Street  
P.O. Box 410  
Westville, OK 74965

Terry Houston, Superintendent Email: <a href="mailto:thouston@westvilleokla.net">thouston@westvilleokla.net</a>	Phone: 918-723-3081 Fax: 918-723-3040
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Westville Virtual School  
Attendance Policy

A. Any student that is behind pace and does not complete an instructional activity within five school days will receive a warning. If that student does not complete an instructional activity within 10 school days, they will be considered truant and a citation will be issued.

B. All virtual students must maintain a grade of 70% or higher throughout the semester. If your child has a failing grade they will be placed on the ineligible list and you will be notified through email or phone. If they remain on the ineligible list for two weeks, you will receive a warning notifying you that they are at risk of being truant. If they continue to be on the probation/ineligible list a third week they will be considered truant, and you will receive a citation.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## IMMUNIZATION

Section 853 – No minor child shall be admitted to any public, private, or parochial school operating in this state unless such child can present to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health, that such child has received, or is in the process of receiving immunizations against Diphtheria, pertussis, tetanus, measles (rubeola) rubella, Poliomyelitis, Hepatitis B, Hepatitis A, and Varicella, or is likely to be immune as a result of the disease.

The State Board of Health currently requires that children entering Kindergarten have received (5) doses DTP/DAP (unless the fourth dose was received after the child's fourth birthday), (4) doses Polio vaccine (unless the third dose was received after the child's fourth birthday), (2) doses MMR, (3) doses Hepatitis B, (2) doses Hepatitis A, and (1) Varicella. Students entering Pre-Kindergarten are required to have (4) DTP/DTaP, (3) Polio, (1) MMR, (3) Hepatitis B, (2) Hepatitis A, and (1) Varicella.

Students entering 7th grade through 12th grade are required to have (1) TDAP booster.

A valid exemption may be on file in lieu of immunization record.

## Guide to Immunization Requirements in Oklahoma:

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.



Age/Grade	Required immunizations with cumulative doses required	Recommended immunizations
<b>Child Care</b> Up to date for age	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ♦ 1-4 Hib (Haemophilus influenzae type B) ♦ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu)
<b>Preschool/Pre-K</b>	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 <sup>nd</sup> varicella at 4 years old Polio on or after 4 <sup>th</sup> birthday
<b>Kindergarten-6<sup>th</sup></b>	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 <sup>nd</sup> varicella at 4 years old Polio on or after 4 <sup>th</sup> birthday
<b>7<sup>th</sup>-12<sup>th</sup></b>	1 Tdap (tetanus, diphtheria, pertussis) ♦ 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■ Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/index.html>.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28 day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series which are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- ★ If the 4<sup>th</sup> dose of DTaP is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTaP is not required.
- ♦ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.
- ◀ If the 3<sup>rd</sup> dose of IPV is administered on or after the child's 4<sup>th</sup> birthday, and at least six months from the previous dose, then the 4<sup>th</sup> dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10<sup>th</sup> birthday even if previously received.
- An inadvertent dose of DTaP on or after the 10<sup>th</sup> birthday may be accepted for the 7<sup>th</sup> grade Tdap requirement.

For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov>.

Revised 05-15-2020 IMM 400

## CONTAGIOUS DISEASE

Any child afflicted with a contagious disease may be prohibited from attending school until such time as he/she is free from the contagious disease.

Any child prohibited from attending school due to a contagious disease shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with a contagious disease. Some contagious diseases are Mononucleosis, Rubella, Meningitis, and Scarlet Fever

## SCHOOL HEALTH

Regular attendance at school is important and we urge parents to observe their children daily for signs of illness, which means they should be kept home for the day.

To prevent contaminating other students, we ask that you keep your child home if the following conditions are present:

1. A fever of 100 degrees Fahrenheit or above.
2. Have a sore throat, tonsillitis, (Strep Throat, or Mumps).
3. A rash or skin eruptions (ringworm, scabies, impetigo, chickenpox, measles).
4. Excessive nasal discharge with a fever.
5. Any inflammation of the eyes or eyelids (pinkeye).
6. Excessive coughing. (Whooping cough)
7. Vomiting/Diarrhea

Following an illness, if your child is unable to participate in classes such as physical education, then a written note from a parent/guardian must indicate this. Medical cases which require extended exemption from physical education classes must be confirmed with written authorization from a physician.

## HEAD LICE POLICY

The Westville Board of Education has adopted the following regulations with the specific intent to prevent the continual re-infestation of students with head lice and dangerous over-treatment with pesticides. With the current resistance to pediculicides (lice treatments), the only alternative may be manual removal of every louse and nit. Absence of lice and nits will be proof of management.

When a student in the Westville school system is found to be infested with head lice and/or nits:

1. The student's parents will be notified to pick up their child. If the parents cannot be reached by telephone, the child will be put in modified isolation for the rest of the school day, and a letter will be sent home with the child at the end of the day.
2. The student's parents must accompany the child to school to be readmitted, at which time the school nurse or designated individual will inspect the child's head.
3. If no nits or lice are found, the child will be readmitted to school. If any nits or lice are found, the parent must return with the child until cleared by the school nurse or designated school employee.
4. It is expected that the child should not miss more than two consecutive days for any one head lice incident. The school will, as required by law, contact the District Attorney's office to report excessive absences. The Department of Human Services (DHS) will be notified when multiple head lice incidents occur.



## CHILD ABUSE

Any parent or other person who shall willfully or maliciously injure, torture, maim, use unreasonable force upon a child under the age of 18, or sexually abuse a child or who shall cause, procure, or permit any of said acts to be done, shall upon conviction be punished by imprisonment in the state penitentiary or county jail or by fine or both fine and imprisonment.

Every teacher of any child under the age of 18, and every other person having reason to believe that a child under the age of 18 years has an injury which appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the building principal. Any person who knowingly or willfully fails to promptly report suspected child abuse or neglect shall be charged with a misdemeanor for such failure.

Any person acting in good faith and exercising due care in reporting child abuse or neglect shall have immunity from any liability, civil, or criminal charge that might otherwise be incurred or imposed.

## MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Westville Board of Education that if a physician requires a student to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the school nurse or designee may administer the medication as follows:

1. Prescription medication must be in the original container that indicates the following:

- A. student's name,
- B. name and strength of medication,
- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy

*(The pharmacist may label an additional container for use at school)*

The medication must be delivered to the nurse's office. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of medication,
- B. time to be administered,
- C. whether the medication must be retained by student for self-administration\*,
- D. termination date for administering the medication, and
- E. other appropriate information requested by the principal or the principal's designee.

\* If medication must be retained by the student for immediate administration, the student must present written authorization as outlined above to the school nurse.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. the school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

## Positive Behavior Interventions & Support (PBIS)

At Westville Elementary, we use Positive Behavior Interventions and Supports

(PBIS) as our behavioral framework to support positive behaviors. We implement a wide range of positive behavior supports for all students in every area of the school.

(Classroom, bathroom, cafeteria, hallway, playground, Assembly, arrival/dismissal, and bus). These supports are put in place to develop and improve academic and social behavior outcomes for all students. Teachers and staff have the responsibility to clearly communicate and enforce students' behavior in a fair, consistent, and supportive manner. Parents and guardians have the responsibility to reinforce the expectations of the school and offer to help their children become respectful and responsible citizens.

## Identify and Teach Expected Behavior

Teachers and Staff utilize a School-Wide Behavior Matrix. There are five categories in which we focus our behaviors: Prepared, Respectful, Integrity, Disciplined and Effort. The matrix clearly identifies the expected PBIS behaviors in a variety of school settings. Use the matrix as a reference when talking to your child about appropriate behaviors in a school setting. During the first two weeks of school, the Elementary staff will explicitly teach and model the Jacket PRIDE Expectations. The students are given time to ask questions and practice the behaviors in each school setting.

### Jacket PRIDE Expectations



	Classroom	Bathroom	Cafeteria	Hallway	Playground	Assembly	Arrival & Dismissal	Bus
Prepared	Have all materials and homework	Return to class quickly	Have everything you need before sitting down	Silently carry objects close to your body	Wear clothing appropriate to weather	Use restroom before entering	Backpack zipped and on back	Backpack zipped and loose items secured
Respectful	Be kind Respect others belongings	Respect others privacy Flush toilet	Raise your hand Listen for directions	Allow others to go first Hold doors for others	Use kind words Take turns and include others Use appropriate language	Applaud appropriately Be polite Eyes forward	Respect school staff Stay in assigned areas and follow procedures	Respect personal space Use kind words
Integrity	Follow directions	Wait your turn Report inappropriate behaviors immediately	Wait your turn Use good manners	Walk at a safe pace Stay in line	Wait your turn Report injuries or problems	Share common space Respond appropriately	Wait your turn Report inappropriate behaviors immediately	Keep food in backpack Keep bus clean Set a good example
Disciplined	Use Level 2 voice Keep hands and feet to self	Use Level 2 voice Keep body and hands to self Wash hands with soap and water	Use Level 2 voice Stay seated Keep body and objects to self	Use level 0 voice Hands down, eyes forward Keep hands and feet to self	Play safely Line up when called Enter and exit quietly and orderly	Level 0 voice during presentation Keep hands and feet to self Enter and exit quietly	Keep body and objects to self Use level 2 voices Stay in assigned area	Use Level 2 voices Keep hands to self Keep the aisle clear
Effort	Completes assignments Arrive on time	Clean up after yourself	Clean up after yourself	Walk and face forward	Use equipment appropriately	Listen to speaker	Quickly and safely go to designated area	Stay seated and facing forward

## **Levels of School-Wide Support**

Supports are based on the understanding that specific behaviors need to be taught, not just expected. Even with PBIS in place, about 5-10% of students will need additional support to be successful. A tiered level of support is described below:

### **Tier I: Universal Prevention (All)**

Tier I consists of defining and teaching all students our Jacket PRIDE expectations. Our Jacket PRIDE Expectations apply any time students are at Westville Elementary, traveling to and from school, or on a school-sponsored field trip or event. Our building-wide matrix is used to teach students our expectations in all settings of the school. Additional supports might include:

- Social skills instruction
- Positive discipline that is proactive
- Active supervision and monitoring
- Fair and corrective discipline
- Parent collaboration

### **Tier II: Targeted Prevention (Some)**

Tier II provides an additional layer of support for students who are not responding to school-wide interventions. This level of support provides additional help for 10-15% of students who need extra support. Supports are often provided in small groups and include:

- Social skills groups
- Conflict resolution
- Self-management
- Adult mentors -Check-in/Check-out (CICO)
- Small group instruction

Check-in/Check-out (CICO) is the main Tier II intervention, which is driven by adult feedback. CICO continues to support academic and social behaviors. The first goal of CICO is to provide students additional positive contact with their teachers and another supportive adult. The additional positive interactions address the second goal of CICO which is to provide students with reminders of Westville Elementary's expectations (Jacket PRIDE: Prepared, Respectful, Integrity, Disciplined, Effort). This is done through the use of a daily point sheet. The third goal of CICO is to provide authentic encouragement and positive reinforcement when students are demonstrating Jacket PRIDE.

### **Tier III: Intensive, Individualized Prevention (Few)**

Tier III supports students who have not been successful with Tier I and Tier II support. About 5% of students need this more intensive level of support. It may include:

Individual academic support

- Intensive social skills instruction
- Functional Behavior Assessments (FBA)
- Behavior Intervention Plans (BIP)
- Supervision and monitoring
- Interagency collaboration
- Intensive collaboration with family
- Intensive family-based interventions, when appropriate
- Continual support by Tier I and Tier II



## DISCIPLINE SCHEDULE

### Level 1 Infractions (to be handled by the teacher)

1. Unexcused Tardies (every three = one infraction)

**Each accumulation of 3 tardies is to be reported to the counselor for further action.**

2. Disruption of class or assembly (This includes refusal to work.)
3. Lunchroom misconduct
4. Use or possession of tobacco
5. Misbehavior at school
6. Improper use of a motor vehicle

### Level 2 Infractions: (handled by the principal.)

1. Cutting Class
2. Leaving school without permission
3. Truancy
4. Misconduct on a school vehicle
5. Obscenities (verbal/non-verbal)
6. Bus Misconduct
7. Violation of Internet Contract

### Level 3 Infractions : ( handled by the principal.)

1. Theft
2. Assault (physical or verbal)
3. Fighting
4. Destruction or defacing property or equipment
5. Possession or distribution of obscene materials
6. Use/possession or under influence of alcohol
7. Possession of a deadly or dangerous weapon
8. Disrespectful conduct or attitude
9. Dishonesty
10. Bullying or harassment
11. Use or possession of tobacco

### **Possible Disciplinary Actions**

1. Warn students (written)
2. Advise parents
3. Remove from class or activity
4. Parental conference
5. Detention \_\_\_\_day(s)
6. In school suspension \_\_\_\_day(s)
7. School service.
8. Financial restitution.
9. Involve law enforcement.
10. Refer to social agencies
11. Confiscation (temporary/permanent)
12. Suspension (up to 10 days)
13. Suspension (10 days or more)
14. Any disciplinary action deemed appropriate under the circumstances
15. New seating assignment
16. Lunchroom, activity, crossing street suspension
17. Denial of driving privileges
18. Corporal punishment

## **DRESS CODE - All Students**

Proper dress, good grooming and personal hygiene are matters of individual pride and self-respect. Students attending Westville School will be expected to meet acceptable standards of dress and personal hygiene at all times. Student dress that is distracting to the educational process will not be allowed.

- Clothing may not be worn which has obscene or suggestive wording, beer, or tobacco slogans/advertising or other objectionable pictures or wording.

- Shorts must have a 4-inch inseam, dresses and skirts must be of sufficient length that fingertips cannot touch skin when arms are extended down along your side.

\*Leggings and jeggings are allowable only with a top or dress that is of sufficient length that fingertips cannot touch leggings/jeggings when arms are extended down along your side.

\* Pants with holes are allowable only if the holes are located below the hands when arms are extended down along your side.

- Shoes must be worn at all times.

- Any clothing deemed to be gang related by the administration will not be allowed.

- Sleepwear/foundation garments are not appropriate attire as outerwear.

• Biker shorts, boxer shorts, strapless tops, tank tops, net tops, see-through blouses, spaghetti straps, and scant clothing are not appropriate for classroom wear. All blouses and shirts must cover the midriff. **(MIDRIFF SKIN MUST BE COVERED/NOT SHOWN AT ALL TIMES)**

\* Students may not wear caps, hats, head scarves, or sunglasses in the auditorium. Also, students are not allowed to wear cleats, or roller shoes. Sleeveless tops are allowed but must follow specific guidelines. The armholes must fit; they should not droop exposing the chest area. Spaghetti straps on tank tops are not allowed.

\*Pre-K – 6<sup>th</sup> grade students may not wear any type of head covering in the building, including hats, caps, bandanas, hoods of coats, jackets, or sweatshirts.

Students that come to school in violation of the dress code will be sent to the office. The parent or guardian will be contacted, and it will be requested that they bring whatever items necessary to place the child within the code. If a parent/guardian cannot make arrangements to do so the child will be placed in IN-SCHOOL SUSPENSION for the remainder of the day.

### **RESPECTING SCHOOL PROPERTY**

School buildings, equipment, buses, grounds, and other school properties are expensive items paid for by many people through much hard work. When others abuse or destroy this property, they impose a cost on everyone. The money used to repair or replace these items is of necessity taken away from other programs and activities and makes it impossible to finance many worthwhile projects. For example, the cost for glass breakage could be better used to purchase uniforms or equipment for a particular activity, or further, the cost of replacing cut bus seats could be better used to take a group on a field trip.

Every effort is being made to improve the quality and appearance of facilities and property of Westville Schools. Traditionally, yet unfortunately, the majority of students have paid the cost for destruction imposed by only a few. It is for this reason that we do not permit students on school property after school hours without school employee supervision.

Students are urged to help in eliminating the abuse of facilities by being proud of and encouraging others to be proud of Westville Schools and its tradition, by having and encouraging others to have respect for school property. By working together, we can have the type of school facilities that we may all be justifiably proud of.

### **GENERAL REGULATIONS**

1. When changing classes, going to band or athletics, attending programs or other activities at school, always do so in an orderly fashion. This includes promptness as well as avoidance of scuffling, making unnecessary noise, rudeness, and other disorderly conduct in and around the buildings.
2. Report promptly to class, activities, etc., with the necessary materials you will need.
3. Keep hands off other students and reserve holding hands, necking, and other displays of affection for somewhere other than school or school activities.
4. An attempt is being made to provide a neat, clean, well-kept school environment. Dispose of trash and other debris in containers conveniently placed in classrooms, halls and on the grounds.
5. Snacks, beverages, and/or food will not be permitted in classrooms, lunchrooms, gyms, auditorium, practice field, library, hallways, or buses. Sack lunches brought from home will be allowed in the lunchroom. In PreK-6 grades class parties or celebrations may be allowed with principal approval.
6. Radios, iPods and headphones will not be used during the school day. Students in elementary (Pre-K - 6th) are not allowed to use cell phones, iPods, or other electronic devices without the prior approval of the principal during the time the student is in attendance or in transit to or from school or any other school function authorized by the school district.
7. Skateboards are not allowed on school grounds.

### **CONDUCT**

“Courtesy is a contagious thing.” If you conduct yourself with consideration for others, so will others for you. In the halls, on the school grounds, on the buses and at all school activities, practice behavior that will result in respect for you and credit to your school. Courtesy costs nothing but usually pays great dividends.

### **TOBACCO - DRUGS-ALCOHOL-WEAPONS**

Use, possession, consumption, being under the influence of, or distribution of any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant or any other controlled or non-controlled substance having a potential for abuse associated with a stimulate or depressive effect on the central nervous system, any representation of a substance to be any of the substances set forth above, or any intoxicating or non-intoxicating beverage during the time the student is in attendance or in transit to or from the school or any other school function authorized by the school district is expressly prohibited.

The use or possession of any dangerous weapon or facsimile of a dangerous weapon during the time the student is in attendance or in transit to or from school or any other school function authorized by the school district is expressly prohibited. Knives are considered to be dangerous weapons. The use or possession of tobacco is prohibited in school buildings, at school sponsored activities, on school grounds or on buses.

Students in violation of these policies shall be subject to disciplinary action in accordance with district regulations.

## **PLAYGROUND EQUIPMENT (GRADES PRE-K - 6TH)**

Playground equipment is provided for student play and recreation. Students are expected to use and enjoy the equipment only for its established purpose. Prudent rules of courtesy and respecting the rights of others apply as the equipment is used.

Physical education teachers, classroom teachers, or other assigned duty personnel will help determine if equipment is too wet to use or is in unsafe condition.

### **Expected playground behavior includes:**

1. Students may climb on appropriate equipment only, not on trees, goals, or backstops.
2. No footballs or soccer balls allowed in the main playground.
3. Students may not run UP the slides.
4. Students will not do somersaults on handrails, swings, or equipment.
5. Students may not leave the elementary campus to retrieve balls, only school personnel will do this.
6. Students are not to talk with unidentified persons off elementary playground (through the fence).
7. Students are to use swings properly -
  - a) One student per swing
  - b) No slinging of swings
  - c) No winding or spinning of swings.
  - d) Students must be seated while swinging.
  - e) No jumping from swings.
8. No rock throwing at any time.
9. No fighting at any time.
10. Students are not to re-enter the building at recess without permission of duty personnel.
11. Students are not to play on or near air conditioning units.
12. No jumping off see-saws.

## **PRICE OF ADMISSION TO ATHLETIC CONTESTS**

The price of admission to all athletic contests will be \$5.00 for adults and \$4.00 for students. Students in grades 4-12 who do not have a drug test consent form on file will not be allowed to attend. Season tickets for athletic contests will be available at a price lower than regular admission. Students with D-FY and SWARM cards will be admitted free to all athletic contests. However, if a student leaves, he/she must pay to re-enter. Pre-K - 6th students may purchase a ticket on game day for \$1 in the elementary office. Students in grades 5-12 who are clerically ineligible will not be allowed to attend athletic contests.

## **GENERAL RULES FOR THE ELECTION OF OFFICERS**

All candidates for club or class officers must have at least a 2.0 grade point average for the previous term unless club/organization bylaws indicate otherwise. A student may hold more than one office at a time if the duties for the two offices do not conflict as determined by the sponsors and principal. Students who have violated school regulations may be ineligible to run for or hold office in any organization.

## **STUDENT COUNCIL REPRESENTATIVES**

All classes in junior and senior high school will meet as soon as possible after school convenes for the purpose of electing the following class officers: President, vice-president, secretary-treasurer, reporter, and four (4) representatives (2 girls & 2 boys), and two (2) alternates (1 boy & 1 girl), to the Student Council. The date and time will be determined by the high school principal. A student may not be a class officer and a member of the Student Council.

## **CLASS OFFICERS**

All students in grades 7-12 interested in running for office fill out a petition and have it signed by their peers, then give a speech to their class. Each student in their class votes for the top (4) candidates and the student receiving the most votes becomes president, second most votes become vice president, third becomes secretary, and fourth becomes reporter. If there is a tie a runoff will be held to determine who gets the office in question.

## **FCCLA OFFICERS**

The Family, Career, Community Leaders of America (FCCLA) will elect their officers at the March regular monthly meeting before State Convention. The officer elect will assume the office immediately after elections. Officers will be required to attend summer activities. The office positions will be in accordance with the organization's bylaws.

## **FFA OFFICERS**

The FFA will elect their officers in the spring before the State Convention. These officers will assume office immediately upon election so they will be in a position to represent the organization during the summer. The office positions will be in accordance with the organization's bylaws.

## STUDENT COUNCIL OFFICERS

The Student Council president, vice-president and secretary-treasurer will be elected by the student body in the spring for the next year. The president must be a senior and the vice-president must be a junior or senior when they take office. All other officers will be elected by the Council from the representatives elected by the classes. This election will be held at the first meeting of the Council after the classes have selected their representatives. Students wishing to become candidates for the offices of the Student Council must follow the regulations set forth in the Student Council Constitution.

After a campaigning period, an assembly will be called by the principal so that candidates may give campaign speeches. Voting will be done by printed secret ballot after the campaign assembly.

## D-FY CLUB

The D-FY organization shall consist of students in grades 9-12 who have passed a drug screening test and remain drug free by subsequent tests. The purpose of D-FY is to educate the students about the dangerous effects of drug and alcohol abuse and to promote a drug free school.

The officers of D-FY shall be President, Vice-President, Secretary, Reporter and eight council representatives. The President, Vice-President, Secretary and Reporter shall be elected in the spring for the next year. The new officers will take office in August and serve for the school year. The eight council representatives will be elected in August and serve for the school year. Voting will be done only by the D-FY membership, not the student body as a whole. The officers shall be of good moral character, possess a "C" average in school and have no "F"s on their transcript.

## DRIVER'S EDUCATION

Driver's Education is offered each semester and during the summer. During the school year, there is no fee. During the summer, there is a \$150.00 fee.

**School Year:** Students must be 15 on the first day of school to be enrolled in driver's education. When students pre-enroll for the upcoming school year (April/May), they must choose driver's education with a priority of 1. When pre-enrollment is closed (June 1), the counselor will prioritize who is enrolled in driver's education. The highest priority are the oldest students. Driver's Education is limited to 8 students per class period. Often, not all requests will be able to be honored. Requests outnumber the available slots.

**Summer School:** By May 10<sup>th</sup>, there will be an announcement made (via school bulletin) for students to sign up for driver's education. They must pay \$150.00 and have their original birth certificate. Once sign-up time is complete, the instructor will meet with the students to tell them when/where classroom instruction will be at. Following the classroom instruction, students will complete driving time on scheduled days.

**Information for Oklahoma Driver's Permit & License:** <https://oklahoma.gov/service/popular-services/teen-driving.html>

## OTHER CLUB AND ORGANIZATION OFFICERS

All other clubs and organizations will elect officers at the first regularly scheduled club meeting date after school convenes. The office positions of the clubs and organizations will be in accordance with their respective constitutions.

## CLUB AND ORGANIZATIONAL MEETINGS

The Student Council will meet on days as determined by the Student Council president and the sponsor of the Student Council. All other club meetings will be held during lunch when deemed necessary by the sponsor.

## PROM

Anyone in grades 11th and 12th not on the clerical ineligible list may attend prom at Westville School. These students may sign someone up from a different grade or school. To be signed up they must be in grades 10th-12th or have graduated the previous school year, not exceeding the age of 20, and be approved by the High School Principal.

## QUEEN & ATTENDANT SELECTION PROCEDURE

All candidates must be a senior, have at least a 2.0 grade point average for the previous semester, and are required to have played the sport the previous year to be eligible.

Seniors are required to attend Westville School for two years to be eligible for Queen and attendant. A queen and 1 attendant will be chosen from the following sports: **Football, Basketball, Softball, Volleyball, Band, Soccer, Competitive Cheer, Track, and Baseball.**

If there are no seniors in a certain sport, then the sport will not be represented that year. If there is only one senior girl, then she will be Queen and no attendant will be chosen.

Sports members in grades 9-12 will be eligible to vote for their Sports Queen and attendant.

The Queen and attendant will select their escorts from a team member of that particular sport. If there is a senior, they

will be chosen first and if no seniors then an under classman can be chosen.

The school will provide crowns and flowers for each Queen and Attendant. The Queens and attendants will be responsible for any flowers, poster, etc. that they choose for the Spirit/Homecoming parade.

At the Homecoming an All-Sports Queen will be announced. She will be chosen by all the sports members. The Queens chosen for each sport will be eligible for All-Sports Queen.

### ASSEMBLY PROGRAMS

Assembly programs are an integral part of education and are presented for information and entertainment. Observance of the following rules will allow everybody to enjoy the program and help those presenting the program:

1. Give courteous attention to the program and avoid disturbing others.
2. Applaud with appreciation, but don't whistle, shout, or over-applaud.
3. Sit straight in your chair.
4. Sit in the section that has been assigned to your class.
5. Pass to and from the auditorium quietly and quickly, but DO NOT RUN.
6. Students in grades 4-12 who are on any ineligible list are not allowed to attend without prior principal approval.

### REQUIREMENTS FOR GRADUATION

Twenty-six (26) credits of academic work will be required for graduation.

Students who have not attained twenty-two & one half (22.5) credits by the end of the first semester will not be eligible to participate in senior activities for the second semester.

All students will be required to have the following credits of academic work to graduate from Westville High School.

### GRADUATION REQUIREMENTS

English	4
Math	Algebra + 2 additional
American History	1
Oklahoma History	½
Government	½
Social Studies	1
Science	Biology, Physical + 1 additional
Arts or Speech	1
Additional Core Subject	1
Computers or Foreign Language	2
Personal Financial Literacy	1/2
Electives	8 1/2
Total	26
Graduation Only: 1 additional core or career and technology education courses, concurrently enrolled course, Advanced Placement courses. 2 computer/foreign language are not required, 1 computer credit is required	

### MARKING SYSTEM / ASSIGNMENTS / MAKE-UP WORK

A 90-100 Excellent; all work done promptly; frequently does more than required.

B 80-89 Good; cooperates willingly; work above average of class.

C 70-79 Average

D 60-69 Poor; work is below average in quality and quantity; low passing.

F Below 60 Failure; not passing work. The cause might be poor study habits, bad social attitudes, or failure to turn in work in a timely manner. We suggest that you see the teacher immediately.

I - Incomplete May be one of many reasons. A student has until the end of the following grading period to make up the work causing an incomplete. If the work is not made up during this time frame, the "I" becomes and "F." See teacher's class syllabus for more specific details.

IA—Inadequate Attendance A student may receive an IA when their absences are over the limit for a semester. The number of days missed for the semester exceeds the total number allowable.

Grades will consist of daily work, projects, participation, and test scores. Test scores will account for no more than 40% of the student's grade.



## PROFICIENCY BASED PROMOTION

Proficiency Based Promotion is a system which awards credit for students' knowledge in the core curriculum areas, i.e., social studies, language arts, the arts, languages, mathematics, and science through an assessment process. All students are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Students may advance one or more levels in the core curriculum areas.

Students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The credit will count toward meeting the requirements for graduation. Credits earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will not be noted on the transcript.

It is the responsibility of the educators of each local school district to select the best means of assessing proficiency for their students. The assessment should be appropriate to the curriculum area and should be aligned with curriculum and instruction. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

Assessment dates will be announced each term by the Special Services Director.

## GRADE POINTS

Grade point averages will be computed on all subjects. Letter grades of S, U and P will not be computed. Grade points are based on the following scale.

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0.0      NG = 0.0

## PreK-2<sup>ND</sup> MARKING SYSTEM

PreK-2nd grade report card reflects your child's performance on specific standards and skills that students are expected to learn following instruction. Standards-based grading helps ensure that students grades are meaningful, accurate, consistent, and supportive of learning. The report card performance levels reflect how your child is performing at designated times throughout the year, based on what has been taught to date. The levels will help you and your student understand the skills your student has demonstrated, and the skills he or she has not yet mastered.

Academic Performance Levels PreK-2nd	
Name	Score
Exceeds grade level	<b>E</b>
Satisfactory	<b>S</b>
Needs Improvement	<b>N</b>
Unsatisfactory	<b>U</b>
Not assigned at this time	<b>NA</b>

## WEIGHTED GRADING SCALE

The class top ten percent is determined by the weighted scale and is based on the relative difficulty of the courses involved. These courses will be designated as "honors classes" and will involve an extra amount of work and dedication on the part of both the student and the teacher.

The designated classes include: All AP English classes, all AP History, Trigonometry, Chemistry, Zoology, Anatomy, Physics, AP Calculus (OSSM), and AP Physics (OSSM) Physics offered through Westville School will not be weighted, Pre-Calculus (OSSM) and Anatomy & Physiology (ICTC). Additionally, concurrent enrollment courses that replace a required course at Westville High School will be considered a weighted class up to one full credit. If more than one concurrent enrollment class is taken to replace the same high school course, the first concurrent class taken will count as the replacement.

Currently, Summer Driver's Education and Office Aide grades will not be considered in determining the Top Ten Percent or Valedictorian and Salutatorian.

The grade points for the above listed classes will be:

A = 5      B = 4      C = 3      D = 2      F = 0

## CONCURRENT ENROLLMENT

Students in grades 11-12 may apply for concurrent enrollment to post-secondary educational institutions provided they meet the requirements. Concurrent enrollment courses that replace a required course at Westville High School will be considered a weighted class. Students can receive non-weighted high school credit for all other concurrent enrollment courses. Additional information is available in the counselors' office.

## ADAIR COUNTY TRUANCY COMMISSION

Due to the attendance issues of the youth in Adair County, representatives of each school, the Sheriff's Department, the District Attorney's Office, and Judge Brown have developed a unified plan to try to alleviate the poor attendance issues that plague our schools and thereby affect our test scores and a host of other community related issues. The Cherokee Nation is also implementing a School Advocate for Cherokee students with attendance issues. The following is the County Plan for dealing with attendance.

At **3 absences**- phone call/letter to parent regarding absences and policy

At **5 absences**- letter of impending citation delivered by truancy officer at home (if Cherokee- CN School Advocate visits) Copies to DA and the child's cumulative record

At **7 absences**- truancy officer issues citation for truancy-Copies to DA and child's cumulative record & the Court is now involved.

**Any further absences**- danger of ticket for each absence/Court's continued involvement/Copies to DA and the child's cumulative record. At the new semester the process will start over with special attention paid to those issued citations in the previous semester

## ABSENCES

When a student returns to school after an absence, a written excuse from the parent or guardian stating the reason should be presented to the attendance secretary. (A phone call in lieu of a written excuse is acceptable.) The student will be given an admit slip.

Students who do not bring a written excuse will be given an un-excused admit slip. An un-excused absence can be changed to excused if written notification is received within (2) days of the absence and an exempted absence must also have documentation within (2) days. A phone call in lieu of a written excuse is acceptable.

Students who are absent will be allowed the corresponding number of days for makeup work. For example, if a student is absent one day, then one day will be allowed for make-up work; two days absence and two days will be allowed, etc., unless other arrangements are mutually agreed upon by student, teacher, and principal. It is the student's responsibility to make arrangements for missed assignments/tests.

Students in grades 7-12 may not miss more than 20 minutes of a class period to be counted present for perfect attendance. An absence in any class will count against perfect attendance.

If requested, homework for students who have missed school will be gathered and sent home on the third day of a student's absence; otherwise, students who are absent will be given work at school the following day of any absence.

Exempted absences will count against perfect attendance. If a student is sent home by the school nurse for any reason; the remainder of that school day will be counted as an exempt absence. Any days absent after that would require a doctor's note to exempt.

**Students will be limited to a maximum of four (4) absence exemptions per semester. Extenuating circumstances will be reviewed by the grade level principal on a case-by-case basis.**

Attendance at school is a very important issue. When students are not at school, they miss instruction that is crucial to future learning. Any absence can cause a student to lack the necessary skills to be successful. The State Department of Education calculates our Academic Performance Index using our daily attendance. If our attendance is poor this directly affects our test scores that are derived using attendance. We also lose state funding each time a child is absent. The time has come that we must be more stringent with our existing policy concerning absences for those reasons listed above.

Our school district policy allows 8 absences per semester. Any absences above those 8 would require written documentation of funeral, healthcare professional visit, court appearance, or a driver's license test appointment in order to be exempted. Seniors will be allowed 2 documented college visits. If these items cannot be provided the student will receive an IA (Inadequate Attendance) for any class in which more than 4 absences were accrued.

## PRE-K ATTENDANCE

If a child is absent for any reason, it is the responsibility of the parent/guardian, or other person having charge of that child to notify the school at the beginning of each school day in which the absence occurs. Written documentation of absence must be received when the student returns for absences in excess of two (2) days. Though enrollment in the Pre-K program is voluntary, Westville Public Schools (WPS) maintains a full class load and waiting list for students in the Pre-K program. This policy ensures that students desiring the opportunity to attend the WPS four-year-old program have the opportunity. The principal or designee shall notify a student's parent/guardian in writing upon the student's 5th and 7th absence with an understanding that the 8th absence may carry removal from the Pre-K program. The parent/guardian may request a conference to discuss the absences.

**Students in PreK - 6th: A student that arrives after 10:00 a.m. and stays the rest of the day will be counted absent 1/2 day. A student that checks out before 1:30 but has been at school all of the earlier part of the day will be counted absent 1/2 day. This will affect perfect attendance. Students in Pre-K – 12th may have a total of 8 absences per semester before an IA will be recorded.**

*The following outlines the types of absences and will hopefully help in understanding the school policy:*

Excused Absence	phone call or written excuse received by school from parent/guardian	Counts against perfect attendance	Work can be made up
Exempted Absence	written documentation of funeral, healthcare professional, court appearance, driver's license test appointment, or religious holiday (	Counts against perfect attendance	Work can be made up
Activity Absence	<b>school sponsored</b> event which requires student to miss class- only 10 activity absences are allowed for any one class per school year, not counting state and federal levels of school sponsored events	Does NOT Count against perfect attendance	Work can be made up
Unexcused Absence	No communication from a parent/guardian regarding reason for absence	Counts against perfect attendance	Work can be made up
IA-Inadequate Attendance	Student did not attend enough of the class to get an official grade	Counts against perfect attendance	Student cannot be on the Honor Roll with an IA in any class

### **TARDIES**

**Three (3) unexcused tardies count as one (1) absence and will not be exempted.**

If a student is detained by a staff member and is therefore late to class, the student should be given a note explaining the reason. This would be considered an excused tardy.

**Students in PreK - 6th:** Being tardy and checking-out early creates several problems. First, when a student enters late, or is called out to leave early, the instruction process is interrupted. This student misses class time and will be behind in the work and instruction missed. Second, they interrupt other students' learning. Therefore, every three times that a student is tardy and/or checked out early it will be counted as one absence. In grades where switching classes occurs, three tardies or early check-outs per class will be counted as an absence in that class. If numerous absences are accumulated due to the criteria mentioned, a parent conference may be requested to find solutions.

### **LATE WORK**

Late work will be accepted for partial credit at the discretion of each classroom teacher. Each teacher's late work procedure will be stated in the class syllabus, which is approved by the building principal.

### **PROMOTION/RETENTION (PreK - 6)**

The intent of our school is to ensure equal learning opportunity for all students and to encourage all students to learn. A student who does not demonstrate the required grade level proficiency may be retained at grade level by the classroom teacher. HB 1056: Parents who disagree with a teacher's decision to retain a student must go through a formal appeals process; appealing first to the principal, then the superintendent, then to the local school board. The decision of the school board is final. An IA (inadequate attendance) instead of a grade on the report card may result in retention.

### **PROMOTION/RETENTION (7 & 8<sup>th</sup> Grade)**

All 7th and 8th grade students will be required to pass 3 out of the four core subjects (English, Math, Science, & Social Studies) in order to be promoted to the next grade. Extenuating circumstances may be reviewed by the principal.

### **REQUIREMENTS FOR GRADE LEVEL PROMOTIONS IN GRADES 9-12**

#### **Requirements**

At the end of a student's freshman (9th grade) year, he/she must have attained a minimum of six credits to be promoted to the sophomore (10th grade) class.

At the end of a student's sophomore (10th grade) year, he/she must have attained a minimum of twelve- and one-half credits to be promoted to the junior (11th grade) class.

At the end of a student's junior (11th grade) year, he/she must have attained a minimum of nineteen credits to be promoted to the senior (12th grade) class.

### **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutarian will be selected using the following prioritized criteria:

1. Received grades during the first and second semester of the freshman, sophomore, and junior year along with the first 3 nine weeks of the senior year from Westville High School, OSSM, ICTC, or Concurrent Enrollment.
2. **Junior and Seniors will be allowed 8 grades per semester if approved by the High School Principal.**

3. Highest number of points accumulated during the first and second semester of freshman, sophomore, and junior years and first 3 nine weeks of senior year at Westville Schools, OSSM, ICTC, or Concurrent Enrollment at a college or university (It is the responsibility of any student enrolled in concurrent coursework to have Spring Midterm grades submitted to the school counselor no later than the last week of March).
4. If the total points result in a tie, co-valedictorian and/or co-salutatorian will be awarded.

### **INCLEMENT WEATHER**

We will be using School Reach, a phone notification system, to notify parents and staff of changes and cancellations during the school year. Please make sure to update your contact information in the appropriate office.

There is no need to contact school officials to ask if school will be closed because of bad weather. If weather conditions warrant the closing of schools, at least one attempt will be made to notify the public before 6:30 a.m. using your most current contact information. The following television stations will be contacted: KJRH-TV Tulsa ch.2, KOTV-TV Tulsa ch.6, KTUL-TV Tulsa ch.8

### **ELEMENTARY SCHEDULE**

- 8:00 – All staff (teachers and support) clocked in and on duty
  - Buses begin to unload
  - Breakfast is served
- 8:25 – 1st bell rings
- 8:30 – Tardy bell rings – morning rituals

### **JH/HS SCHOOL SCHEDULE**

- 7:50 Teachers and Staff Report
- 8:00 Unload Buses & Breakfast served
- 8:25 First Bell Rings

	<b>Class Period</b>
8:30 – 9:20	1st
9:25 – 10:10	2nd
10:15 – 11:00	3rd
11:05 – 11:50	4th
<b>11:55 – 12:20</b>	<b>ICAP/ Lunch (A)</b>
<b>12:25 - 12:50</b>	<b>ICAP/ Lunch (B)</b>
12:55 – 1:40	5th
1:45 – 2:30	6th
2:35 – 3:20	7th

Buses will pull out at approximately 3:30

### **MANDATORY DRUG TESTING**

Students will not be allowed to participate or attend extra-curricular activities without a drug testing consent form on file.

### **PERMISSION TO LEAVE SCHOOL**

Once a student has arrived at school, he/she must receive approval from the principal's office to leave before school is dismissed.

**Students who need to leave school during the day must check out in the principal's office.** A written excuse, personal request, or telephone call from the parent or guardian will be required before a student is released. Parents picking up students must report to the principal's office and the student will be called to the office to leave (please do not pick up a student from the classroom).

Students who have appointments with doctors, dentists, or other professionals should bring written verification if the absence is to be exempted. Students are not allowed to leave school to eat lunch.

### **DESTINATION OTHER THAN HOME**

If a student is to go somewhere other than their home at the end of the school day, parents or guardians need to send a note with the student in the morning so bus changes and other necessary arrangements can be made. In order to keep your child safe, we cannot take the word of the student.

**Parents/guardians should make arrangements by 2:20 p.m. each day if students are to have a walker's pass or**

**bus change; this will help ensure that students reach proper destinations.** Anyone calling after 2:20 must speak to the principal before any destination change can be made. Parents who do come to school to pick up students off bus routes must clear through office before removing students from buses.

In the event of an emergency, we will accept telephone calls for changes in destination. It is asked that you do not abuse this procedure. Please use telephone change requests only for emergencies, not because you have forgotten or have decided during the day to do something different. Without written or telephone verification, students will go to the location previously indicated by the parent.

### **VISITORS**

All visitors must report to the office to get a pass. Students are not allowed to bring student visitors to school. However, students may be allowed to bring visitors to special events or activities if prior arrangements are made with the principal.

It is a must that before parents go to the lunchroom, classroom, playground, or any area of the school, they first check in at the principal's office and secure a school pass.

### **GUIDANCE AND COUNSELING SERVICES**

The school counseling team, teachers, staff, and parents all work together to meet the emotional needs of our students. Students can be referred for individual or small group counseling sessions provided by the school counseling team or referred to outside services.

### **WIRELESS TELECOMMUNICATION DEVICES**

Cell phones are not to be turned on or used during class time or assemblies by students in grades 5-12. Cell phones that are heard or operated during these times will be confiscated. Students in grades PreK – 6 will not be allowed to carry cell phones. However, the cell phone should not be seen or heard during the school day. Students in violation of these policies shall be subject to disciplinary action in accordance with district regulations following the minor incident guidelines.

Students in grades 5-12 are not allowed to use cell phones, or any texting device, during class time. There will be a designated place in each classroom for these devices to be placed during instruction time. Violation of this policy will result in the following consequences:

1st violation - verbal warning by the teacher

2nd violation - Student will be sent to Dean of Students and placed in ISS for one day

3rd violation - Student will be sent to the principal, parents will be contacted, and student will be required to turn the device into the office before first period and will be allowed to pick the device up at the end of the day.

4th violation - Parents will be contacted by the principal and the student will not be allowed to bring the device to school.

### **STUDENT DEVICE POLICY**

Westville Public Schools is a one-to-one school, which means we are able to provide every student with a Chromebook. However, if students and parents prefer to use their own device instead of checking one out through the school they will be allowed to do so.

**While in the classroom teachers still do have the right to require students to use a school issued device during their class time.**

### **TOYS, ETC.**

It is asked that children leave their toys at home. Radios, iPods, headphones, skateboards, etc. are not to be brought to school. Collector cards of any kind are also considered to be toys. No soccer, basketball, football, etc., are to be brought to school at any grade level. These items will be confiscated until the parent comes to pick them up. Any items that have not been picked up by the last day of school will no longer be the responsibility of the school.

### **SCHOOL TELEPHONE**

We do not allow student use of the school telephone except in case of emergencies. Students are not allowed to receive a transferred call to the classroom without principal approval. An emergency will be handled on an individual basis by the building principal. Students are not allowed to use phones without first getting permission from the principal. This includes classroom phones as well as any located in the gymnasium or other offices. Students found to violate this policy will face the consequences of the discipline schedule.

### **WITHDRAWAL FROM SCHOOL**

When a student withdraws from Westville Schools during the school term, he must report to the principal's office. It will be necessary to return all school owned books and equipment, fill out a withdrawal form and complete other requirements set forth by law and by school regulations. This process may take an hour or more because parents must visit several offices to complete the process.

### **READING PROGRAM**

The Westville Elementary School is firmly committed to providing a school atmosphere conducive to maximum



attainment of reading skills. It is recognized that students learn at different rates, based on individual capabilities. Therefore, the school maintains several programs to allow students to succeed in reading to the best of their ability. Each classroom teacher is responsible for using a daily Sustained Silent Reading (SSR) period. During SSR each person in the room, including the teacher, reads something that is of interest to them. Any student in grades KG-3 that is not reading on grade level will be placed on Academic Progress Plan.

### **SCHOOL PICTURES**

Each year school pictures will be taken shortly after the opening of school and in the spring. All students should have pictures taken even though they don't intend to purchase them so that the yearbook will be complete.

All seniors should have their pictures taken; however, no one is obligated to order or purchase pictures.

Students who order special pictures (such as individual basketball, football, cheerleader, band, etc.) are obligated to pay for these.

### **THE YEARBOOK**

The Westville Yellow Jacket yearbook will be produced each school year and distributed at the beginning of the next term. This permits all activities up to the end of the school year to be pictured in the yearbook. Every individual picture in the yearbook will be a recent one that is taken during the current school year.

In an attempt to minimize the price, the Yearbook sponsor has found it necessary to establish some rules concerning the pages and pictures accepted for publication in the yearbook.

1. All pictures in the yearbook are to be made at school. None will be accepted from other studios unless approved by the yearbook sponsor.

2.. The school will furnish one page for the queen and one page for the court (of each approved organization that selects a queen) but the organization must pay for any additional page.

### **LOCKERS**

Lockers are issued each year for the convenience of students in grades 7-12. Locks are provided for protection and privacy of personal belongings and textbooks. Students may not bring their own locks.

All lockers in the high school, junior high, gymnasium, and vocational classes must be kept closed and locked at all times. Books and athletic apparel will be placed in appropriate lockers. Books, book bags, backpacks, and athletic apparel/bags will be placed in appropriate lockers/storage areas and should not be left unattended.

### **SOLICITING**

There will be no soliciting in the school other than that done by school-sponsored organizations with projects or activities approved by the administration.

All monies collected by students in the name of the school must be accounted for in the activities account. Under no circumstances will a student collect money without the approval of a sponsor appointed by the school.

### **GIFTS DURING THE SCHOOL DAY**

In order to prevent classroom interruption and loss of learning time, flowers, balloons, etc., received during the school day will be held in the office area until such time as the teacher determines it would NOT create a disruption of teaching time. Usually, this time will be as students prepare to go home. JH/HS students will be notified of their delivery which they may pick up during break.

### **PROCEDURE FOR CHANGING CLASSES (6-12)**

Permission to change classes will first be obtained from the principal. Normally, class changes will only be granted during the first week of each semester.

### **LIBRARY BOOKS AND TEXTBOOKS**

Textbooks and library books will be available to all students. The books should be well cared for by students and turned in at the appropriate time. Students will pay for all lost, damaged, or torn books checked out to them. Students are clerically ineligible if they have an overdue library book or a lost textbook until the books are returned or paid for.

### **LIBRARY RULES**

1. Books can be checked out for two weeks at a time.
2. Books lost or damaged must be paid for by students. Students will be charged a minimum of \$5.00 for paperback books. Hardback books will be charged according to Books in Print or if not listed \$15.00 minimum.
3. Encyclopedias, dictionaries, and reference books are not to be taken from the library except in special circumstances, and then only with special permission from the library media specialist.
4. Only one book may be checked out at a time for elementary students. High school students may check out books according to their needs.
5. The library is a place for reading and studying. Keep talking to a minimum.
6. The library will be open before school and at lunch for students in grades 7-12 who wish to study.
7. Students must be accompanied by their teacher or have a note from their teacher or principal to come to the library during class time.

## **PROGRESS REPORTS**

Progress reports will be sent after the fifth week of each grading period to parents of all students in grades K-12. Parents are invited to call the school to make an appointment if they wish to confer with the teachers about the work their child is doing. Refer to school calendar for dates of parent/teacher conferences.

## **TRANSCRIPTS**

Current students may obtain transcripts free of charge. After graduation a fee of \$1.00 each will be charged.

## **TESTING**

Third through eighth grade students will be tested in English Language Arts and Mathematics. Additionally, fifth and eighth grades will be tested in science. Juniors will be required to take the ACT as well as be tested in Science and US History. Test results will be available online at the end of May in the OSTP Student/Family Portal. The portal can be found at <https://okparentportal.emetric.net/login>. If you have not already set up an account, you will need your student's 10-digit State ID (STN) number and date of birth. Contact the school counselor or secretary for your student's STN. Students who do not score Proficient or above in the core areas of the state mandated test may require remediation in those subject areas. Testing is during the month of April. Please do not schedule special activities during this time that would take your child away from school.

## **REPORT CARDS**

Report cards are issued at the end of each grading period to keep the parents informed of the work being done by the student. If the grades are not satisfactory or if there is a misunderstanding about the report card, a conference with the teacher is desired and appreciated by the administration.

Elementary report cards will be distributed to 1(the named student, 2) given to the parent/guardian, or 3) mailed if a stamped self-addressed envelope is provided to the teacher. Report cards are to be signed by the parent or guardian and returned to the teacher as soon as possible.

Report cards will not be issued to students who are clerically ineligible.

## **HONOR ROLL**

To make the Superintendent's Honor Roll, a student must have an "A" in all classes enrolled. To make the Principal's Honor Roll, a student must have a 3.0 grade average or above in all classes and no grade below a "B". Eighth grade students and seniors must receive a grade in a minimum of 3 classes to qualify for the honor roll. All other students must receive a grade in 4 classes. The Honor Roll will be posted on the bulletin board and published in the local newspaper.

## **STATE HONOR SOCIETY (7-12)**

To qualify for the State Honor Society, a student must rank in the top 10 percent (scholastically) of the high school or junior high enrollment. The weighted grade point average will be figured on the second term grades of the previous year and the first term of the current year. A certificate from the State Honor Society will be presented during our Awards Assembly.

## **NATIONAL HONOR SOCIETY SELECTION (10 -12)**

The National Honor Society is the front runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service.

Membership in the WHS Chapter of the National Honor Society is based on the following point system:

1. Scholarship - Minimum non-weighted GPA of 3.85, compiled from 1st semester of freshman year (65points).
2. Service - Membership in any extra-curricular school activity during previous and or current school year. One membership (5 points) and two or more memberships (10 points).
3. Leadership - Faculty evaluation by previous semester teachers (0-10 points).
4. Character - Faculty evaluation by previous semester teachers (0-10 points).
5. Interview - Mandatory oral interview by faculty selection committee (0-10 points). Membership invitations will be given to candidates with at least 90 points total and at least one point in every category.

The local NHS Chapter will honor the membership of students who enter Westville High School during their eleventh or twelfth grade year.

## **CUMULATIVE RECORDS**

Each student will have a folder which contains test results, scholastic records, activity participation, and other evaluation data. This folder may be referred to when a student needs a recommendation for college, a job, or under other conditions when a composite of the student's school background may be needed.

Parents can help their children by impressing upon them the importance of building a record in school which will be a

solid foundation for the future. School records are available for inspection by parents/guardians during the hours of 8:00 a.m. to 3:20 p.m. on regular school employee workdays.

### **STUDENT INSURANCE**

The school system assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the insurance company. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

### **ATHLETIC/FIELD TRIP INSURANCE**

All students who participate in athletics must have insurance. If a student does not have a family policy, then he must purchase student insurance through the school, or it will be necessary for the parent to sign a notarized waiver absolving the school from all liability in connection with any injury that may be suffered by the student. Insurance waivers and medical releases must be on file for students to attend any field trip.

### **VOCATIONAL INSURANCE**

Because of potential dangers involved in cooking, construction, electricity, welding, carving, etc., all vocational and industrial arts students are recommended to have accident insurance. If a student does not have a family policy, then he must purchase student insurance through the school, or it will be necessary for the parent to sign a notarized waiver absolving the school from all liability in connection with any injury that may be suffered by the student.

### **STUDENT SEARCH**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless communication devices, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outer wear, shall be removed prior to or during the conduct of any warrant less search.

The superintendent or, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, wireless communication devices, or

missing or stolen property. Students found to be in possession of such an item shall be subject to disciplinary action.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. This policy is not limited by any other provisions contained herein.

The school hereby declares its unlimited right and privilege to search and seizure without a judicial process for any and all contraband, stolen property, weapons, narcotics, or any other evidence incidental to or connected in any way with the violations of the law upon the person or property of any student of this school when such student or such property is upon premises owned or leased by the school. This right shall be exercised at any time deemed necessary in the sole and exclusive judgment of the superintendent or principal or their designated representative in their absence on trips or away from school and shall be duly executed by them or such other person as they appoint to perform such search and seizure. The enrollment and attendance by a student in this school is considered and hereby regarded as sufficient waiver of any and all objections to the right of search and seizure of such contraband, etc. This policy to search and seize any and all such property extends to all types of vehicles, whether or not motorized, operated by a student upon premises owned or leased by the school. Such right is not necessarily limited to regular school hours but encompasses all other times when a student is upon school-owned or leased property. The term "property" is not restricted to realty but includes personal property such as school owned and operated buses. This policy also extends to any facilities occupied and used by students when upon school

functions such as trips by the band, teams, etc.

## **GUIDELINES FOR DUE PROCESS IN STUDENT SUSPENSION CASES**

When the Principal believes that there is cause to suspend a student, the principal shall inform the student of the charges which constitute the cause. If the student denies the charges, the student shall be given oral notice of the nature of the evidence supporting the charges and an opportunity to respond to the evidence.

After the student has either admitted the charges or has had an opportunity to respond to the principal's evidence without reversing the principal's belief that cause for suspension exists, the principal may proceed with the student's suspension. If the Principal feels that the student is a physical threat to the health or safety of any individual in the district, the student may be sent home immediately bypassing the previous steps listed, but such hearing must be convened as soon as practicable.

The principal may suspend the student for up to ten (10) school days without further proceedings. However, such suspension may be appealed to the Appeal Discipline Committee composed of the High School Principal, Junior High School Principal and Elementary School Principal or their designee, which shall upon full investigation of the matter, determine the guilt or innocence of the pupil and the reasonableness of the term of the suspension. A request for an appeal must be submitted to the District Superintendent within two days from the date of the initial suspension by the principal.

The authority of administrators to suspend or otherwise discipline a student is not limited to the students on campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law, or which has an adverse impact on good order, discipline, or the learning environment at the school.

If the Principal desires to suspend the student for more than ten (10) school days, the principal shall implement the ten (10) school day suspension and notify the student that the student is entitled to a formal due process hearing on the recommended long-term suspension within that period of time.

The hearing on the recommended long-term suspension will be conducted by the Long-Term Discipline Committee, which will be composed of three (3) administrators.

1. At the hearing on the recommended long-term suspension, the student/parent may be represented by counsel, may present witnesses, and has the right to cross-examine the school's witnesses.
2. The Long-Term Discipline Committee will render a decision in writing.
3. A student may appeal the decision on the recommended long-term suspension to the Board of Education, within two days from the receipt of the written decision.

## **AUTHORITY OF THE PRINCIPAL**

The following behavior may be cause for a principal's disciplinary action while the student is:

- (a) In attendance at school or any function authorized and/or sponsored by the school district'
- (b) In transit to or from school or any function authorized and/or sponsored by the school district; or
- (c) On any property subject to the control and authority of the school district:
  1. Disobeying, showing disrespect for, defying the authority of, and/or being insubordinate to a teacher, administrator or other school district employee including, secretaries, custodians, and cafeteria workers.
  2. Leaving school grounds or activities at unauthorized times without permission, refusing to identify or falsely identifying oneself to school personnel and/or entering without authority into classrooms or other school premises.
  3. Violating the school districts or school buildings' rules, regulations and policies, or public law.
  4. Possession or use of any weapon, object or substance that might be dangerous and/or injurious to person or property, including possession or use of fireworks.
  5. Engaging in conduct which endangers or jeopardizes the safety of other persons.
  6. Harassing, hazing, threatening or verbally assaulting another student, teacher, administrator, school district employee, and/or visitor.
  7. Use of profanity, vulgar language, or expressions and/or obscene gestures.
  8. Committing acts of sexual harassment, and/or sexual assaults. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature which has the purpose or effect of severely and unreasonably interfering with another student's educational performance or creating an intimidating, hostile or offensive educational environment.
  9. Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member or other person.
  10. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process.
  11. Showing disrespect, causing damage, vandalizing, cutting, defacing, or destroying any property, real or personal, belonging to the school district, its employees, students, or visitors.
  12. Use or possession of tobacco products.
  13. Using, possessing, or being under the influence of, selling, transferring, distributing, or exchanging any alcoholic or non-intoxicating beverage or drug as defined elsewhere in this Handbook.
  14. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, possession of drug paraphernalia, and cheating.



15. Violation of internet usage contract.

16. Body piercing will not be allowed except in the ears.

17. Students in PreK - 6th being in possession of or having on his/her person a wireless communication device. When determining whether cause exists for disciplinary action, the student's history of disciplinary infraction during the current year may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

18. Harassment, intimidation, and bullying include but not limited to a gesture or written, verbal or physical act.

Violation of the above student regulations may result in a suspension for the remainder of the current semester and the succeeding semester, except for possession of a firearm. Any student found in possession of a firearm while on any public-school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out-of-school for a period of not less than one (1) year.

The term of the suspension may be modified by the district superintendent on a case-by-case basis.

Before any suspension, the administration will 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, or in-school detention.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law, or which has an adverse impact on good order, discipline, or the learning environment at the school.

Students under suspension for any length of time shall not be permitted to attend or participate in extracurricular activities during the suspension.

## **TRANSPORTATION**

The law states that a school district may provide transportation for its students but does not require it. According to state law, no child under four (4) years old will be allowed to ride the bus. Westville Public School chooses to do so and is reimbursed for those students living a distance greater than 1 ½ miles from the school or designated bus stop. Therefore, transportation is a privilege, and orderly conduct of students is expected at all times. A student may lose his/her bus riding privilege for infractions of bus riding rules.

In instances where a student must be disciplined, a written disciplinary report will be issued. If a parent or student has a complaint about the driver (e.g., driving recklessly, profanity, unnecessary discrimination, or other problems) he/she should put it in writing, sign it, and deliver or send it to the Superintendent of Schools, rather than verbalizing the complaint.

A bus student is expected to ride the bus home unless his parent or guardian picks the student up at school or has written permission from parent or guardian and principal to do otherwise.

If a student desires to ride a bus in the evening other than the one to which he/she is normally assigned, he/she must have written permission from parent and a bus pass obtained in principal's office. Students who attend Indian Capital Technology Center will be provided transportation by ICTC.

Once a student boards the bus, he/she is not to get off anywhere except at assigned destination at home or school. If unusual circumstances arise which necessitate getting off elsewhere, the student must have written permission from his parent/guardian and bus pass from principal.

The driver is charged with the responsibility of transporting a number of students from their designated stops to school and back as safely and efficiently as possible. Of necessity, the driver or bus monitor has jurisdiction over his bus if disputed questions arise and has the same authority regarding safety and discipline of students while on the bus as does a teacher while students are at school.

The student will be responsible for any damage to the bus.

**The following should serve as guidelines for students who ride buses:**

### **PREVIOUS TO LOADING**

**(On the road and at school)**

1. Be on time at the designated school bus stop—keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. No pets allowed on the bus (snakes, lizards, turtles, dogs, cats, spiders). Any pet might create confusion and thereby be a safety hazard.
4. Wait until the bus comes to a complete stop before attempting to enter.
5. Be careful in approaching bus stops.
6. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.



### **WHILE ON THE BUS**

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the bus.
12. Bus riders are expected to be courteous to fellow students and bus driver.
13. Keep absolutely quiet when approaching a railroad-crossing stop.
14. In case of a road emergency, children are to remain in the bus.
15. Students will adjust windows on bus only before the bus starts or while it is stopped, and then only on permission from the driver.

### **AFTER LEAVING THE BUS**

1. When crossing roads, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then crossroad.
2. Students living on the right side of the road should immediately leave the bus and stay clear of the traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or the school official.

### **EXTRA-CURRICULAR TRIPS**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Students shall respect the wishes of the chaperone appointed by school officials.
3. On extra-curricular trips, girls and boys will be separated.
4. Members of an organization must go and return as a group. Members may not go on their own but may return with parents if parents personally request permission of the sponsor.
5. Students who wish to return with someone other than the parent/guardian must submit a written parental request to the principal prior to the activity.
6. Students must have a medical release and insurance waiver form on file before he/she will be allowed to go on school trips.

### **STUDENT VEHICLES**

Upon arrival at school, your car is to be immediately parked and vacated; and neither you nor any other student is to enter it until time to go home. No car or other motor vehicle is to be moved from the parking area until the end of the day unless you have special permission from the high school principal. All vehicles shall be parked on the school grounds in a designated parking area unless otherwise approved by the principal. No student is to depart from the school after having arrived.

Students parking vehicles on school property must be licensed drivers and have a parking permit issued, by the high school principal, properly displayed.

Careless driving, speeding, or "show off" stunts, etc., will not be tolerated at any time. These violations of traffic laws will be directed to the proper law authorities. The principal shall check the parking lot for safety and parking violations.

Cars will not be moved when buses start to leave school premises.

If any of these regulations are violated, the student(s) may be suspended from school and sent directly home in their vehicle. Consideration for re-entering school will not be made until the parents/legal guardians accompany the student to the principal's office and whereby appropriate arrangements can be made.

### **BREAKFAST / LUNCH PROGRAM**

All students must provide the lunchroom secretary, at the point of service, his/her student identification number.

Breakfast is served from 7:55 to 8:30. Elementary classroom teachers will accept breakfast/lunch money for students

each MONDAY ONLY. The lunchroom secretary will handle receiving and accounting for money, tickets, and bills. Parents are encouraged to pay promptly to ensure your child can participate in the school breakfast/lunch programs.

All students will be given student identification numbers. Student identification numbers will be assigned in a random manner.

**Meal Prices are as follows:**

	<u>Breakfast</u>	<u>Lunch</u>
<b>Student-reduced</b>	<b>\$.30</b>	<b>\$.80</b>
<b>Student-full</b>	<b>\$.80</b>	<b>\$1.30</b>
<b>Visitor</b>	<b>\$2.00</b>	<b>\$3.00</b>
<b>Employee</b>	<b>\$2.00</b>	<b>\$2.50</b>

Students will be added to the clerically ineligible list if their bill is unpaid.

**21<sup>ST</sup> CENTURY AFTER SCHOOL GRANT PROGRAM “THE HIVE”**

Parents/Guardians may take advantage of our Grant Program for Pre-K through 8th grade students. An enrollment form must be completed and approved by the principal before the student can attend the first time. If student needs additional help, they may go to extended day after receiving principal approval.

Morning extended day begins at 6:20 a.m. in the elementary library. Afternoon extended day begins after school and ends at 5:30 p.m. Pre-K will meet in the kindergarten building and 1st-8th will meet in the cafeteria.

Students who misbehave in the Grant Program will lose the privilege of attending. The parent/guardian will be notified in writing each time their child gets in trouble and it will include a warning of the impending loss of privilege. Upon the third problem in Extended Day the student will be expelled from the program.

Dropping students off early (before 6:20 a.m.) or picking them up late (after 5:30 p.m.) three separate times will result in the termination of the privilege

**ACTIVITY AND ATHLETIC RULES**

In accordance with the Oklahoma Secondary School Activities Association, Westville Schools will abide by the following rules:

The maximum number of absences for activities for any student shall be ten (10) for any one class period of each semester. Excluded from this number are state and national levels of school-sponsored contests.

No student will be permitted to participate in any activity or athletic event if he or she was too ill to attend school the day of the activity or event.

It is a privilege, not a requirement when a student participates in athletic/scholastic events. Therefore, they are expected to follow all guidelines set forth below. These students are expected to be responsible for getting and completing any work missed. This work is to be done on their own time. If this is not possible, participation in said activity will be revoked.

1. Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition.
2. No pupil shall be eligible to represent his school in athletics until there is on file with the principal a physical examination and a parental consent certificate on a form prescribed by the Association.
3. A student who has not attended classes ninety percent of the time for the semester becomes ineligible.
4. A student must be present at least ½ day on day of event to participate in extracurricular activities unless exempted by a principal.
5. A student must have received a passing grade in any six subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. Students not passing 5 or more classes will be ineligible for the first 6 week of the following semester.
6. A student must be passing in all subjects he/she is enrolled in during the semester
7. Special needs students who are enrolled in special services classes, have an Individual Educational Plan and have been certified by the principal as doing a quality of work may, with the approval of the Board of Directors, be accepted as eligible under this rule.
8. A student whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible.
9. Any pupil who is a member of a fraternity, sorority, or secret society in violation of the State Law of Oklahoma, or the regulations or any local Board of Education is not eligible.

The above rules are only a few of those passed down by the OSSAA. Westville Schools will abide by all OSSAA

rules; however, they are too numerous to list here.

### **ELIGIBILITY**

Students in grades 4-12 are required to follow particular guidelines in order to participate in extra-curricular activities. Students are placed on the Ineligibility List for the following reasons:

#### **Academic Ineligibility**

1. If a student is failing in one subject for two consecutive weeks
2. This list is in effect from Monday through Sunday and the grades are from the previous week.

#### **Clerical Ineligibility**

1. An overdue library book or lost textbook.
2. Lunch bill over \$40.00
3. Money owed for any reason
4. Failure to return required forms (insurance waiver, medical release, lunch form, etc.)

The list is active from Sunday afternoon until the following Sunday afternoon.

Students can be removed from the Clerical Ineligibility List if they recover the lost book and/or pay the late lunch bill. At that point the principal will issue them a pass for participation.

### **DROPPING/QUITTING/DISMISSAL OF A SPORT**

It is the philosophy of the Westville Athletic Department that student-athletes should finish what they begin. An athlete may not quit one sport to play another sport. If a student-athlete decides to quit a sport, the following procedures will be made:

- All clothing/equipment issued to the student-athlete must be returned in the same shape it was when issued. Payment for any lost or damaged equipment or clothing will be required. This matter must be resolved before participation in another sport.
- The student-athlete will be removed from the athletic class. If he/she intends to play another sport, they can be reinstated into the athletic program if agreed upon by the Head Coaches involved and the Athletic Director.
- If a student-athlete is reinstated into athletics, he/she will be able to participate in practice once the first sport has completed its season. The student-athlete will be required to serve a suspension of no less than 10% of the regular season games at the beginning of the next sport's season.
- If a student-athlete quits a second sport in the same school year, or consecutive sports, he/she will be removed from athletics indefinitely.
- If a student-athlete is removed or dismissed from a team, all of the previous requirements will be made, but will be required to serve a suspension of 25% of the games in the next sport's season.
- There will be an allowed "grace period" of two weeks in which a student can drop a sport without penalty.

**Coaches in conjunction with the Athletic Director, reserve the right to prohibit any athlete from joining a team or sport if that athlete has routinely failed to complete seasons in other sports that they have started, whether due to conduct, attitude, or poor academic performance. Routinely quitting sports may result in dismissal from the athletic program.**

### **LETTER JACKETS**

Students may purchase a letter jacket if they are participating in varsity athletics, band, chorus, or cheerleading. Students will be responsible for the total cost of jacket.

Wearing no other athletic or activity letter or emblem other than those of Westville School has become a tradition. Help enhance the stature and significance of the Yellow Jacket, "W", school colors, and other symbols of pride, achievement, or recognition at Westville by respecting and supporting this custom.

### **NOTICE OF NON-DISCRIMINATION**

The Westville Public Schools does not discriminate based on race, color, national origin, sex, disability, age, religion or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle all inquiries regarding the district's non-discrimination policies:

**Terry Heustis, Superintendent**  
**P.O. Box 410**  
**Westville, OK 74965-0410**  
**Phone: (918) 723-3181**

The relevant statutes are Title VI of the Civil Rights Act of 1964, prohibiting discrimination based on race, color and national origin;

The Age Discrimination Act, prohibiting discrimination based on age.

Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, prohibiting discrimination based on disability.

Title IX of the Education Amendments of 1972, prohibiting discrimination based on sex; and

The Boy Scouts of America Equal Access Act.

## **STUDENT PROCEDURES FOR FILING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS**

### **DEFINITIONS**

A. Discrimination Complaint: A complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex or disability.

B. Student: A student of the Westville Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex or disability.

C. Equal Educational Opportunity Officer: The EEO Officer is the person designated to coordinate efforts to comply with and carry out its responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other State and Federal laws addressing equal educational opportunity. The EEO officer is responsible for processing complaints and serves as moderator and recorder during hearings.

D. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

E. Day: Day means a working day; the calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

### **PRE-FILING PROCEDURES**

A. Prior to the filing of a written complaint, the student is encouraged to visit with the school building principal and reasonable effort should be made to resolve the problem or complaint.

B.

### **FILING AND PROCESSING DISCRIMINATION COMPLAINTS**

A. Student: Submits written complaint to EEO officer stating name, nature, and date of alleged violation; names of persons responsible (when known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in office of the Superintendent.

B. EEO Officer: Notifies respondent within 10 days and asks respondent to

(1) Confirm or deny facts.

(2) indicate acceptance or rejection of employee's complaints.

(3) Outline alternatives.

C. Respondent: Submits answer within 10 days to EEO Officer.

D. EEO Officer: Within 10 days after receiving respondent's answer, EEO Officer refers the written complaint and respondent's answer to the building principal. The EEO officer also schedules a hearing with the employee, the respondent, and the principal.

E. Principal: Issues within 10 days after the hearing a written decision to the student, respondent and EEO Officer.

F. Student/Respondent: If the student or respondent is not satisfied with the decision, they must notify EEO Officer within 20 days and request a hearing with the Grievance Committee.

G. EEO Officer: Schedules within 10 days of request a hearing with the student, respondent, and Grievance Committee.

H. Grievance Committee: Submits within ten days of hearing, a written report to the Superintendent. The report shall include the committee's determination regarding the validity of the complaint and its recommendations as well as a statement of the reasons on which the findings have been based. All findings of the committee shall be determined by majority vote.

I. Superintendent: Shall consider recommendation of grievance committee and issue a final decision within 10 days after receipt of the grievance committee report.

J. The person designated to coordinate compliance activities and act as EEO officer shall be the district Superintendent, P.O. Box 410, Westville, OK 74965. Phone number (918) 723-3181.

### **GENERAL PROVISION**

A. Extension of Time: Any time limits set by those procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

B. Access to regulations: The Westville Public School shall provide copies of all regulations prohibiting discrimination



based on race, color, national origin, sex or qualified handicap upon request.

C. Confidentiality of Records: Complaint records shall remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

## **HAZING**

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 calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could 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 expulsion for students and employment termination for employees.

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

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

### **Statement of Board Purpose in Adopting Policy**

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

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation and is just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they



can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

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

### **Definition of Terms**

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

70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate or bully" as including, but not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- A. Harm another student.
- B. Damage another student's property.
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

#### **2. The "Reasonable Person" Standard**

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

#### **3. General Display of Bullying Acts**

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

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

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

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

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

conduct may also constitute sexual harassment - also prohibited by Westville Public Schools.

### **Procedures Applicable to the Understanding of and Prevention of Bullying of Students**

#### **1. Student and Staff Education and Training**

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

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

#### **B. Westville Public Schools' Safe School Committee**

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

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

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

### **Student Reporting**

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

### **Staff Reporting**

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

Staff members who witness such events have to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the principal or his/her designee.

### **Parental Responsibilities**

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

1. Report bullying when it occurs.
2. Take advantage of opportunities to talk to their children about bullying.
3. Inform the school immediately if they think their child is being bullied or is bullying other students.
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### **Policy FNCD BULLYING**

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 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 ways 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.

**A copy of this policy will be furnished to each student and teacher in this school district.**

REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

At the discretion of the superintendent or principal a student who commits an act of bullying will be referred to The Office of Juvenile Affairs (OJA) for professional prevention, education, and treatment to reduce juvenile delinquency (HB 2541)

## **NOTIFICATION OF RIGHTS UNDER FERPA WESTVILLE PUBLIC SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. Then the principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

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

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

## **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

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

### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

### **Screening**

Screening activities may include vision, hearing, and health. Other screening activities may include review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

#### **(1) Readiness Screening**

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

#### **(2) Educational Screening**

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district. Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher. Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from the date of such entry.

### **Evaluation**



Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation and placement must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

### **COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

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

Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

To inspect the students' education records; To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights; To consent to disclose education records, except where consent is not required to authorize disclosure.

To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67); and to obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodation for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact:

**Cathy Matthews • P.O. Box 410 • Westville, OK 74965 • 918-723-4501**

### **EVERY STUDENT SUCCEEDS ACT TITLE I PROVISION - PARENTS' RIGHT-TO-KNOW**

One of the Title I provisions under Every Student Succeeds Act of 2001 requires Title I schools to notify parents that they may request information regarding the professional qualifications of the students' classroom teachers. Parents of Westville Public School District students may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on the level of achievement of the child in each of the State academic assessments.
- Timely notification that a child has been assigned or has been taught for f o u r or more consecutive weeks by a teacher who is not highly qualified.

Information regarding the professional qualifications of your child's classroom teacher may be requested by contacting the building principal.

### **COMPLAINT PROCEDURES**

The district shall provide for the filing and resolution of complaints regarding IDEA Part B violations (34CFR 300.660)

1. The district will inform parents and other interested individuals of complaint procedures, including:
  - A. filing of complaints with the district or the SDE;
  - B. right to have SDE review the district's decision on a complaint.
2. The complaint procedures shall include the following: (34 CFR 300.661)
  - A. an independent on-site investigation if the SDE determines that the investigation is necessary.
  - B. an opportunity for the complainant to submit additional information, either orally or in writing, about the allegations;
  - C. a review of all relevant information and an independent determination as to whether the district has violated a requirement of IDEA, Part B;
  - D. procedures for effective implementation of the SDE's final decision, including technical assistance, negotiations and corrective actions to achieve compliance;
  - E. the right of the complainant or the LE to request the Secretary of the U. S. Department of Education to review the SDE's final decision; and
  - F. comply with a time limit of 60 calendar days after a complaint is filed with the LEA. An extension of the time



limit, only if exceptional circumstances exist with respect to a particular complaint, shall be addressed in the written decision of the LEA.

3. Issue a written decision to the complainant that addresses each allegation in the complaint and contains:

- A. findings of fact and conclusions;
- B. reasons for the final decision.

### **Policy EFBCA**

## **INTERNET AND OTHER COMPUTER NETWORKS**

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Westville 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 e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail 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 e-mail (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.

### **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. The school will also monitor the online activities of users, through direct observation and/or technological means, 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.

### **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 a 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.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees

Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

THIS POLICY REQUIRED BY LAW

## **STUDENT DRUG TESTING PROGRAM**

The Westville 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 at the Westville 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 Westville Public School District refrains from using or possessing illegal drugs. 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 Westville Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Westville 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. This philosophy is extended to all extracurricular activities.

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 sanction 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 4-12.

### **Definitions**

1. Student athlete or athlete or extracurricular participant means a member of any Westville Public Schools

district-sponsored club or interscholastic team.

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 drug or the metabolites thereof in a person's urine.

4. Random tests are given weekly 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 students 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 participant selected under the mechanism.

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

7. Illegal drugs mean any substance which 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 which 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 an illegal or a 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 specific 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 which must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to participate in any extracurricular activity. The student participant 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 participate in any extra- curricular 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 weekly selection basis from a list of all extracurricular participants. The school district will determine a weekly number of student's 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 drugs 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 the Westville School District laboratory that uses a 2-panel rapid response drug screen procedure. The laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing. 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 the 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 principal shall designate a sponsor 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 principal/ designee 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. 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.

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 same 2-panel rapid response drug screen procedure. A specimen shall not be reported positive unless the second test utilizing a 2-panel rapid response drug screen procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of time. 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 principal/designee with the results. Procedures for maintaining confidentiality will be practiced. The principal will contact the head coach/sponsor, the student, 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. The school district will rely on the opinion of the laboratory which 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 circumstance will results from a drug test under this policy be turned over to any law enforcement officer.

### **Appeal**

A student who has been determined by the principal 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 appeal must be lodged within 48 hours of notice of the initial report of the offense as stated in this policy, during which time the student will remain ineligible to participate in any extracurricular activities. If a student chooses to submit to an additional test during the appeal process, he/she may do so at his/her own expense. The test results must be returned to the superintendent/designee within 48 hours of notification of the initial positive test.

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 cannot be appealed.

### **Consequences**

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for 14 days. The student will be required to attend counseling. The student participant will be required to retest with negative results prior to being readmitted to the program. The student participant will also be removed from any elected office or position in the school district.

2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for 60 days. The students will be required to submit to continue counseling. The student participant will be required to retest with negative results prior to being readmitted to the program.

3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the school year. The student will be recommended to enter a drug treatment facility for a period of time as determined by the facility. This information will be referred to juvenile services. The student participant will be required to retest with negative results prior to being readmitted to the program.

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 would 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 again be subject to this policy.

6. **Invalidation of Drug Test.** Any student found guilty of invalidating a drug test by use of another person's urine sample or any other method of invalidation will be suspended from participation in all extra-curricular activities for the remainder of the school year.

CROSS-REFERENCE: Policy FM, Student Activities, Eligibility

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## **Policy FB – SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Westville 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. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment.
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
- c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding" "teasing," double meanings, and jokes.

DemEANing comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The super-intendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

B. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures and explain the process that will be involved with a formal complaint.

5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

B. Objective Evaluation of Evidence. All evidence, both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. \*\*\* The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

A. Notice of the grievance process, including any informal resolution process;

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant nor respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigation, interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided with an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow-up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

A. Identifies the allegations that potentially constitute sexual harassment;

- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicability of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decision maker. The appeal decision maker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decision maker will receive training as mandated by law. The decision of the appeal decision maker will be final and nonappealable. The written decision of the appeal decision maker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decision makers on the district website at: [westville@k12.ok.us](mailto:westville@k12.ok.us). These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964

42 U.S.C. §2000e-2

29 C.F.R. §1604.1, et seq.

U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

Adopted: May 20, 2019

Revised: 7/27/20

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**WESTVILLE PUBLIC SCHOOLS**  
**School Policy Agreement**

This sheet must be signed by the student (if able) and the parent.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have received the current Westville Public School Handbook.

I agree to abide by the Westville Public School Internet Access Conduct Agreement  
(As contained in the handbook or at <http://z2policy.ctspublish.com/ossba/browse/westvilleset/welcome/root>  
Online Policy Manual, Policy EFBCA)

I agree to abide by the Westville Public School Drug Testing Policy. (As contained in the handbook)  
**I UNDERSTAND THE POLICY IS UNDER REVIEW AND I WILL RECEIVE AND UPDATED POLICY. I ALSO  
UNDERSTAND THAT A NEW CONSENT FORM WILL NEED TO BE SIGNED UPON RECEIPT OF THE  
NEWLY ADOPTED POLICY.**

I DO \_\_\_\_\_ or DO NOT \_\_\_\_\_ want my child's picture posted on the Westville Public School website.  
(Students name will NOT be posted along with pictures unless special permission is obtained.  
<http://z2policy.ctspublish.com/ossba/browse/westvilleset/welcome/root>  
Online Policy Manual, Policy EFBCC-E)

I understand my student must have a medical release and insurance waiver on file in the appropriate office.

My signature indicates that I agree to abide to the above policies. I do hereby verify that I have received the named documents and I understand it is my responsibility to read and follow the regulations and policies contained within these documents. (If a student is too young to read/write, the parent may be the only one to sign. However, that child is still responsible for following the same guidelines and regulations.)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_







## Westville Elementary School Compact

Community, Parents, Schools, and Students- Partners in Success for All!

It is the mission of Westville Elementary School, to inspire the future by instilling the skills for lifelong learning and responsible citizenship in our students. We make the following pledge in an effort to show our commitment to this cause. Parents are encouraged to visit the school website: [www.westville.k12.ok.us](http://www.westville.k12.ok.us) for information and updates.

As a teacher, (see signatures below) I will strive to:

- ◆ believe that each child can learn;
- ◆ respect and value the uniqueness of each child and his or her family;
- ◆ provide an environment that promotes active learning;
- ◆ enforce the discipline policy in the classroom and throughout the school in a fair and consistent manner;
- ◆ assist each child in achieving the essential academic learning requirements;
- ◆ document ongoing assessment of each child's academic progress;
- ◆ maintain open lines of communication with students and parents;
- ◆ seek ways to involve parents in the school program; and
- ◆ demonstrate professional behavior and a positive attitude.

As a Parent/Guardian \_\_\_\_\_ I will strive to:

- ◆ believe my child can learn;
- ◆ show respect and support for my child, the staff, and the school;
- ◆ see that my child attends school regularly and is on time;
- ◆ provide a quiet place for my child to study at home;
- ◆ encourage my child to complete all homework assignments;
- ◆ attend parent-teacher conferences;
- ◆ support the school in developing positive behaviors in my child;
- ◆ talk with my child about his or her school activities each day; and
- ◆ encourage my child to read at home and apply all their learning to daily life.

As a Student \_\_\_\_\_ I will strive to:

- ◆ believe that I can learn;
- ◆ show respect for myself, my school, and other people;
- ◆ always try to do my best in my work and my behavior;
- ◆ work cooperatively with other students and staff;
- ◆ obey the rules in the classroom and throughout the school; and
- ◆ come to school prepared with my homework and supplies.

As a member of the Westville educational community, together we are partners in your child's education as we uphold the intent of this compact. As school leaders, we represent all Westville Elementary School staff in affirming this compact. SIGNATURES:

Student \_\_\_\_\_

Parent \_\_\_\_\_

Teacher \_\_\_\_\_





## Westville Jr. and Sr. High School Compact

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and a quality education.

The parents' responsibility

- ◆ As an involved parent, I will support my son/daughter by ensuring that they attend school daily and arrive to school on time.
- ◆ I will encourage my son/daughter to participate in at least one extracurricular activity.
- ◆ I will seek information regarding my son's/daughter's progress by conferring with teachers, principals and other school district personnel.
- ◆ I will attend district wide parent conferences and visit my son's/daughter's classrooms to discuss and participate in their education.
- ◆ I will participate in parent groups/activities to contribute to the decision-making process within Westville Public School.
- ◆ I will communicate positive information regarding teachers, principals, and other campus personnel when discussing school with my son/daughter.
- ◆ I will encourage my son/daughter to follow the rules and regulations of the school.
- ◆ I will encourage my son/daughter to dress according to the district's dress code.

The school's responsibility

- ◆ Westville Jr. and Sr. High School will solicit parent and community input (through meetings, interviews, questionnaires, surveys, etc.) regarding the education of the students it serves.
- ◆ Westville Jr. and Sr. High School will offer flexible scheduling of parent meetings, training sessions, assemblies, school functions to maximize parent participation.
- ◆ Westville Jr. and Sr. High School will provide translations of written notifications and interpreters at parent conferences, parent meetings, and training sessions.
- ◆ Westville Jr. and High School will give assignments that are an extension of what is learned in the classroom and not merely busy work or untaught concepts that may cause parents and students undue stress at home.
- ◆ Parents will be notified of school events in a timely, efficient manner.
- ◆ Training sessions/workshops on diverse topics and issues will be offered to parents and community members.
- ◆ The school buildings will be used to foster the growth and advancement of the community by being offered for parent training workshops, ESL classes, adult basic education classes, computer classes, etc., before, during, and after the regular school day.
- ◆ Westville Jr. and Sr. High School will convey instructional thrusts and initiatives to parents at school wide meetings and parent conferences.
- ◆ Westville Jr. and Sr. High School will inform parents of the individual achievement levels of students.
- ◆ Parents are encouraged to visit the school website: [www.westville.k12.ok.us](http://www.westville.k12.ok.us) for information and updates. Parents can access the online grade book to stay updated on their student's progress.

Student \_\_\_\_\_

Parent \_\_\_\_\_

Teacher \_\_\_\_\_







# Westville Public Schools

## Student Device Loan Agreement

### Device Agreement

Westville Public School has issued/loaned the following equipment to the Student and Student's Parent/Legal Guardian, for educational purposes during this school year.

\_\_\_\_ Student Device (Chromebook or iPad)

#### Acknowledgment of Responsibilities

The Student/Parent/Guardian acknowledges the following:

1. The student is not required to check-out the equipment and does so voluntarily and freely.
2. The student's use of the equipment is a privilege.
3. The student is responsible to protect and safeguard the equipment.
4. The student is to return the Equipment in the same good condition and repair.
  5. The equipment Is the property of the school district and is loaned to the student for educational purposes for the academic school year and that the equipment should be used in a safe efficient and ethical manner.
6. The student may lose the privilege to use the equipment if the student and or parent/legal guardian violates any provision herein or uses the equipment inappropriately.
7. The student/parent/guardian acknowledges and agrees that the school district is not responsible for any computer or electronic viruses that may be transferred to or from the student's data storage medium and the student agrees to use the student's best efforts to ensure that the equipment is not damaged or rendered inoperable by any such electronic virus while in the student's possession.

The Student SHALL NOT:

1. Deface or destroy the equipment in anyway including removing WPS barcodes.
2. Use the equipment inappropriately or in violation of the provisions herein.
3. Install or use any software other than software owned or approved by the school district and made available to the student in accordance with this agreement.
4. Copy or make any unauthorized use of or modify any software installed on the equipment at the time of checkout or to modify software in any way that violates the software license.
5. Attempt to repair the equipment or attempt to clean it with anything other than a soft dry cloth.
6. Delete any software or remove any programs or files from the equipment.
7. Loan the equipment to anyone including but not limited to friend's family or student's siblings.

The Student SHALL:

1. Return the equipment in good condition and repair to the district when requested by the school district and at the latest by the last day of school or immediately upon the student's withdrawal from the school district or the classes for which equipment is loaned.
2. Notify the school district immediately in the event the equipment is lost, stolen, or damaged or not working properly.
3. Recharge the battery for the equipment nightly.
4. Treat the equipment with care by not dropping it, getting it wet, leaving it outdoors, using it with food or drink nearby, or using it in horseplay.
5. Use equipment in applications, email and all other electronic communications and abilities in an appropriate, legitimate, responsible manner and only for academic purposes.
6. Keep all accounts and passwords assigned to the student secure.

Parent/Legal Guardian SHALL further:

1. Supervise the student's use of the equipment at home.
2. Discuss with the student appropriate places to use and store the equipment to ensure safety from dropping and damage.
3. Discuss values and expectations regarding the use of the Internet and email at home and supervise the student's use of the equipment to access the Internet and email accounts.
4. Compensate the school district for intentional damages to equipment either through repair cost fees or student community service to be determined by the student's building principal.

#### Acknowledgment of Liability

In exchange for the student's use of the equipment, the parent/legal guardian agrees to and shall replace the equipment at full cost or pay the school district full replacement cost of the equipment at the school districts option, in the event the equipment is maliciously broken or damaged at the time of check-in. The school district reserves the right to impose a lesser penalty in the event the equipment is maliciously broken or damaged at the time of check-in. School administration will determine repayment, forgiveness, or community service.

The parent/legal guardian further agrees to and shall indemnify the school district for any claims arising from the student's misuse of the equipment including but not limited to claims alleging infringement or copyright or other intellectual property rights.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

"I acknowledge that I have read this agreement and fully understand and accept my responsibilities and liability for the equipment."

Parent/Legal Guardian's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

