

# **Wynnewood Elementary School**



## **Parent-Student Handbook 2023-24**

# WYNNEWOOD ELEMENTARY SCHOOL Li SAVAGES

A HANDBOOK TO GUIDE  
PARENTS AND STUDENTS  
OF  
WYNNEWOOD PUBLIC SCHOOLS  
WYNNEWOOD, OKLAHOMA

## TELEPHONE NUMBERS

Byron Mooney	Superintendent	405-665-2004
Angie Dixon	High School Principal	405-665-2045
Gary Alfred	Middle School Principal	405-665-4105
Stephanie Moore	Elementary Principal	405-665-1170
Amanda Phillips	Elementary Secretary	405-665-1170
Alyssa Macon	Band Director	405-665-1147
Shyann McWhirter	Ag Instructor	405-665-4036
Terry Jones	Transportation Director	405-665-2417
Christina Deslaurier	Cafeteria Director	405-665-1105
Joe Jones	Athletic Director-HS Football Stadium	405-665-2259

SCHOOL ADDRESS:  
Wynnewood Elementary School  
301 E Chickasaw  
Wynnewood, Ok 73098  
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# 2023-2024

## WYNNEWOOD PUBLIC SCHOOL CALENDAR

Professional Day	August 9,10,11,14 & 15
First Day of Classes	August 16
Labor Day - NO SCHOOL	September 4
Parent/Teacher Conference	September 14
NO SCHOOL	September 15
Fall Break - NO SCHOOL	October 13, 14, & 17
End of 1st Quarter	October 18
Thanksgiving Break - NO SCHOOL	November 20 - 24
End of 1st Semester	December 20
Christmas Break - NO SCHOOL	December 21 – January 3
Start of Second Semester	January 4
Martin Luther King Jr Day - NO SCHOOL	January 15
Parent/Teacher Conference	February 8
NO SCHOOL	February 9
End of 3rd Quarter	March 7
Spring Break - NO SCHOOL	March 15 – 22
Good Friday - NO SCHOOL	March 29
Virtual Day	April 12
Virtual Day	April 19
Virtual Day	April 26
Virtual Day	May 3
Last Day of Classes	May 16
Professional Day	May 17
Graduation Day	May 18

# WYNNEWOOD SAVAGES



LOYAL AND TRUE

Loyal and True,

We pledge allegiance to you.

This is our motto

We are all for one and one for Alma Mater.

Here's to our school,

Oh, long on high may she rule.

Forever more you will find us,

Always loyal and true.

School Colors: Cardinal Red & White

School Mascot: Savages

## **WELCOME**

The policies and procedures contained in this handbook have been developed to ensure both the effectiveness of your school and your welfare as students. This information has been carefully prepared and presented so that it will be of great benefit in helping you adjust to your school and in becoming an integral part of it.

Our schools welcome you to its ranks and we hope that you will always be conscious of its traditions and requirements. We have an exceptionally fine student body here and are glad to welcome you. I urge you to take full advantage of your opportunities in the classroom and in the many activities that are available to you. Become part of the student body by associating yourself with an activity. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

## **TO PARENTS**

We, the administration and faculty of Wynnewood Public Schools, take this opportunity to say hello and welcome you as a patron to our endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a child may not achieve to his/her fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her very best in every class or activity he/she may enter. With your help our chance of doing something that will be of lasting benefit to your child are greatly increased.

We extend this invitation to all parents to visit school every time you can. We strongly recommend that if any problems or questions concerning classes or any school situation arise you visit us and discuss it with a school representative. Let us always keep in mind that we need each other and our children need us both.

## **MISSION STATEMENT**

Through meaningful relationships and high expectations as well as rigorous, relevant and engaging learning opportunities that focus on their physical, emotional, social, and academic development, our students will experience well-rounded, continuous growth while pursuing their educational goals.

## **STUDENT GUIDE**

So that you will know the rules, regulations, and policies of Wynnewood Public Schools, the following pages have been prepared for your information.

## **STUDENT CHECKOUT**

Only parents and legal guardians or person indicated on a student's enrollment information may check out a student from school. These persons may do so by reporting to the office, signing the student out of school.

## **ATTENDANCE POLICY**

### **RESPONSIBILITY FOR ATTENDANCE**

School attendance is the responsibility of the parents/guardians. With your help, we will work together to ensure your student's success. Please contact the main office if you have any questions.

### **ATTENDANCE REGULATION**

#### **(KINDERGARTEN THROUGH FOURTH GRADE)**

In accordance with the policy of the board of education and in alignment where applicable with Wynnewood School Board Attendance Policy FDC-R1, this regulation shall govern attendance and absenteeism in Kindergarten through grade four. Students are required to attend school a minimum of 90% of the school year or may be subject to retention. A letter of warning will be sent to parents/guardians after the fifth absence in each semester. Students who accumulate ten or more absences each semester will be referred to the Garvin County District Attorney's office (please refer to attendance policy FDC-R1 regarding medical exceptions). Students who are absent from class shall be required to make up the work missed. Arrangements for doing make-up work must be made prior to the absence or not later than the day the student returns to class.

A student who arrives at school between 9:00am and 11:30am will be charged a half day AM absence. A student who leaves school between 11:30am and 2:00pm will be charged a half day PM absence.

When a student is absent, the parent or guardian should call the attendance office before noon the day of the absence if possible. Otherwise, the student must bring a note from the parent/guardian explaining the absence. A student who arrives at school after 8:00am but before 9:00am will be considered tardy. Three tardies during a nine-week period will be considered one absence.

It is the responsibility of the parent to notify the school by 9:00 a.m. if a child is to be absent. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student

can be excused. All classwork missed due to absences will have to be made up in order for the student to receive credit.

**•NOTE: EXCUSED ABSENCES DO NOT EXEMPT STUDENTS FROM 90% RULE.**

**School Activity**

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

**Absence by Arrangement**

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per semester.

**Unexcused Absence**

This is any absence that does not fall within one of the above categories.

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent.

**Tardies**

1. A student is tardy who is not in his or her seat when the bell sounds to begin the day or class period.
2. Each three (3) tardies will constitute an unexcused absence from that class.

Any student who exceeds the 90% rule limit may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

**\*REFERENCE: 38 O.S. 37**

**\*REFERENCE: 38 O.S. §37**

**RENCE: 38 O.S. §37**

### **Pre-K-4<sup>th</sup> grade Closed Campus**

PreK-4<sup>th</sup> grade students will not be allowed to leave campus without parental permission and signing students out through the office between the hours of 8:00am and 3:00pm. This includes lunch.

### **Policy Statement**

Each student has a right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his or her maturity, interests and abilities. School personnel, parents, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right.

Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognizable as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the school district.

The Wynnewood School District will discipline any student for any causes which disrupt the authority, dignity, or order of school or is inconsistent with the health, safety, welfare or legitimate educational purpose of other students.

## **STUDENT DISCIPLINE**

The Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance or in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding the infraction. The following are some examples of these circumstances:

The seriousness of the offense;

The effect of the offense on other students;

Whether the offense is physically or mentally injurious to other people; Whether the incident is isolated or habitual behavior;

The manifestation of a disability;

Any other circumstances which may be appropriately considered.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules and regulation by suggesting to administrator's appropriate means of discipline for specific infractions.

A copy of this policy will be furnished to each teacher and students and teachers in the school district.

### **DISCIPLINARY ACTION**

The following are some types of behavior that will result in disciplinary action.

1. General Misconduct. (Such as running in the halls, throwing food, disorderly conduct, etc.)
2. Continued, willful disobedience.
3. Open defiance of the authority of the teacher or administrator.
4. Physical abuse of a school employee.
5. Intimidating students or school employees and visitors to the school. Intimidation involves trying to control or influence another person by making threats to harm the person, the person's property, or something that the person values.
6. Extortion. Extortion involves obtaining money, goods or services under the threat of force
7. Sexually molesting a student or employee of the Board.
8. Fighting. Fighting, forcing another student to fight to defend himself, and physically attacking another student cannot be tolerated. The following penalties will be enforced for students deemed to have violated the fighting rule:
  - a. First offense- A student who attacks or forces another student to defend themselves will receive up to a 10 day out of school suspension. Students who continue to aggressively fight after a fight has been told to stop fighting & continues to fight, upon review of the principal, could be suspended for the remainder of the current semester and the seceding semester. The police will be notified.
  - b. Second offense- A student who attacks or forces another student to defend themselves may be suspended for the reminder of the current semester and the seceding semester. The police may be notified.
9. Possession or use of a weapon and look alike weapons. (Such as a knife, razor, handgun, metal knuckles, broken pieces of glass, etc.).
10. Possession, Use, or Sale of Illegal Drugs, Alcohol, and Marijuana.
11. Stealing, Possession, and Sale of Stolen Property.
12. Damaging school property. Students who deliberately damage or destroy school property will be disciplined.

13. Inciting a Riot. Students who behave so as to promote or bring about mass disturbances among students will be disciplined.
14. Bomb threats. Such behavior represents gross misconduct that will result in serious consequences.
15. Use of profanity, vulgarity, or indecent gestures.
16. Gambling. Gambling of any type is not permitted on school property or in the school building.
17. Tobacco. Tobacco products are not permitted on school property.
18. Exhibitionism. Exhibitionism occurs when a person deliberately displays private parts of his or her body for others to see under inappropriate circumstances.
19. Misconduct as a student. (Such as cheating, changing report cards, falsifications of school records, etc.)
20. Misconduct on a school bus. Same rules and regulations apply on a school bus that would apply on other school property.
21. Trespassing. A student who is found in a school building or on school grounds, other than the one to which he is assigned will be considered trespassing unless he has been authorized to be present by a member of the administrative staff. In addition, a student who appears at school while under suspension will be considered a trespasser unless asked to come to school by school authorities.
22. Attendance. Students are expected to be present at school and in all assigned classes every day that school is in session. Students who are tardy to school, or classes, as well as those who are absent from school all day, or part of the day, will be subject to disciplinary action unless such absences have been excused by school personnel.
23. Disruptive dress and grooming. Each student is expected to present an appearance that does not disrupt the educational environment or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming that is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.
24. Refusal to do assigned discipline.

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

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. Before/after school or lunch detention
  6. Saturday school
  7. Referral to counselor
  8. Behavioral contract
  9. Changing students seat assignment or class assignment
  10. Requiring a student to make financial restitution for damaged property
  11. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
  12. Restriction of privileges
  13. Involvement of local authorities
  14. Referring student to appropriate social agency
  15. Suspension
  16. Expulsion
  17. Corporal punishment
  18. Other appropriate disciplinary action as required and as indicated by the circumstances.
- Parents, guardians, and students residing in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

## **ASSAULT UPON SCHOOL EMPLOYEES**

### **(Regulation)**

Assaults/battery upon school district personnel and/or students will not be tolerated. Appropriate action must be taken immediately. Procedures to be followed by the building administrator when an assault/battery has occurred are:

1. Restore order and contact the proper law enforcement authorities, if necessary;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the superintendent.

After reviewing the written report of the incident, the superintendent may refer the matter to the district attorney.

Nothing herein shall be construed as limiting the individual employee's or student's right of duty to report such occurrence.

## **BULLYING/HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and 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. Threatening behavior, harassment, intimidation, and bullying of

students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation and bullying include, but are not limited to gestures or written, verbal, or physical acts, or electronic communications. 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/guardians
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavior contract

7. Changing students seat assignment or class assignment
8. Requiring a student to make a financial restitution for damaged property.
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior.
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances, which may include but is not limited to removal of 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, achievement, 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;
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

## **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The 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

- a. For the purpose of this policy, sexual harassment includes 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.
- b. 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 manners, hugging or touching a student inappropriately may constitute sexual harassment.
- c. Writing graffiti which 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 superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

2. Specific Prohibitions

a. Specific Prohibitions

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 school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. 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 or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- a. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators’ judgment and common sense in meeting the requirements of the federal law.
  - i. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to 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.

- ii. Every attempt will be made to maintain confidentiality and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- c. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- d. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- e. A copy of this sexual Harassment policy will be provided to students and parents each year.

*REFERENCE: Title VII of the Civil Rights Act of 1964.*

*42 U.S.C. 2000e-2*

*29 C.F.R/ 1604.1, et seq*

*CROSS-REFERENCE: Policy DA Sexual Harassment (employees)*

*Policy DAAB, Grievance Procedures, Sex Discrimination (employees)*

*Policy DAAB-R, Grievance procedures, Sex Discrimination, Regulation (employees)*

*Policy DO, Termination, Certified Teachers*

*Policy DO-R, Teacher Termination Procedures*

*Policy FBA, Grievance procedures, Sex Discrimination/Harassment (students)*

*Policy FBA-R, Grievance procedures, Sex Discrimination/Harassment, Regulations (students)*

*Policy FO, Student Discipline*

*Policy FO-R1, Control and Discipline Policy*

## **RACIAL HARASSMENT AND INTIMIDATION**

District employees and students shall not racially harass or intimidate another student by name calling, using racial slurs, wearing or possessing items depicting or implying racial hatred or prejudice. District employees and students shall not at school or on school property, or at school activities wear or have in their possession any written material, printed or in their own handwriting, that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications, or any item that denotes Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, Confederate Flags or articles, Neo Nazi or another "hate" Group. This is not intended to be all inclusive.) Violations of this policy shall result in disciplinary action by the school authorities.

## **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 slapping; 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 an 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. A COPY OF THIS POLICY WILL BE FURNISHED TO EACH STUDENT AND TEACHER IN THIS SCHOOL DISTRICT  
REFERENCE: 21O.S. & 1190

## **GANG ACTIVITY**

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations is prohibited. Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger to the school environment and educational objectives of the community and are forbidden. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

***A COPY OF THIS POLICY WILL BE FURNISHED TO EACH STUDENT AND TEACHER IN THIS SCHOOL DISTRICT.***

*CROSS-REFERENCE: Policy FNCC, Hazing*

*Policy FNCD, Harassment*

*Policy FO, Student Discipline*

## **WEAPONS-FREE SCHOOLS**

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

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school property including school transportation school transportation may be removed from school for one full calendar year or longer.

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

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

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

2. Oklahoma Statutes, Title 21, Section 1280. 1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below: *"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."*

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 - calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the

IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment (See Note 2 below.)

Any student who violates this policy will be subject to discipline, which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis. REFERENCE: 18 U.S.C & 921 21 O.S & 1271 & 1280.1

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school and the type of weapons concerned.

NOTE 2: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self- defense Act, shall not be in violation, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property. However, for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course or any other hunting safety, or firearms training courses, the principal or chief administrator of any public or private school where said course is offered may authorize firearms or other weapons to be brought onto school property and used in such training course.

A COPY OF THIS POLICY WILL BE FURNISHED TO EACH TEACHER AND STUDENT IN THE SCHOOL DISTRICT.

## **ADMINISTRATION OF MEDICINE**

- A. A school nurse, or in the absence of such nurse, an administrator or designated school employees, pursuant to the written authorization of the parent or guardian of the student, may administer:
  - i. A nonprescription medicine; and
  - ii. A filled prescription medicine as that term is defined by Section 353.1 of Title 59 of the Oklahoma Statutes pursuant to the directions for the administration of the medicine listed on the label or as otherwise authorized by a licensed physician.
- B. In addition to the persons authorized to administer non-prescription medicine and filled prescription medicine pursuant to the provisions of subsection A of this section, a nurse employed by a county health department and subject to an agreement made between the county health department and the school district for medical services, may administer non-prescription medicine and filled prescription medicine pursuant to the provisions of this section

- C. Each school in which any medicine is administered pursuant to the provisions of this section shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, and the type or name of the medicine which was administered.
- D. Medicine to be administered by the county or school nurse, administrator or the designated persons and which is stored at the school shall be properly stored and not readily accessible to persons who will administer the medication.
- E. The school shall keep on file the written authorization of the parent or guardian of the student to administer medicine to the student.
- F. A school nurse, county nurse, administrator, or the designated school employees shall not be liable to the student or a parent or guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employee in administering any medicine pursuant to the provision of this section. This immunity shall not apply to acts or omissions constituting gross, willful, or wanton negligence. (70-1-116.2)

## **DRESS AND GROOMING**

Students are expected to dress in a manner that is proper to the business setting of the school. Any attire which draws undue attention to the individual or in any way interferes with the educational process is not appropriate for school wear. The principal reserves the right to judge as either appropriate or inappropriate any type of dress.

Students inappropriately dressed will be called to the office and the student will be required to change clothes before returning to class. The time missed will be considered an unexcused absence and/or tardy.

The following are specifically prohibited:

- T-shirts or other attire with signs or advertisement not in good taste (including but not limited to alcohol or drugs)
- Bare midriff, see through (transparent), and strapless garments
- Boxer shorts and/or sleepwear
- Jewelry, or accessories pertaining to drugs, alcohol, and/or drug/alcohol use.
- Sleeveless garments must fit up under the armpit.
- Droopy or sagging pants or shorts are not permitted
- Caps, hats, or any other headwear in the building or in the classroom.

Visible body piercings are limited to the ear and nose. Nose piercings are limited to a small, single stud.

While styles and fads may change over the course of time, the administration reserves the right to use discretionary judgment in cases of student dress that could be considered

immoral, immodest, or in any way distracting or offensive to students, teachers, students, staff, or visitors.

## **HEAD LICE**

We have a “NO NIT POLICY”. Children with head lice will not be permitted to attend school until they are “nit free”. Trained staff members will screen children for head lice. If your child has lice or nits, you will be contacted at work or home and asked to pick up your child. Please understand that the child is expected to return to school the following day with nit removal accomplished. Information on treating head lice will be available to you from the health department and also from the office at school.

## **DISPLAY OF AFFECTION**

Display of affections such as arms around each other and kissing will not be permitted at school. School is not the proper place for this type of activity.

## **SAFETY HAZARDS AND ANNOYANCES**

From time to time various fads are picked up by the students. Inevitably these fads are brought to school and in some cases a safety hazard or an annoyance result. Therefore, the school will not permit a pupil to: gamble, play cards, pitch pennies, etc., carry canes, sticks, pointers, hunting knives, laser lights, or similar objects in the building or on the school grounds.

## **CELL PHONES, PAGING DEVICES, MP3'S, CD PLAYERS & OTHER ELECTRICAL DEVICES**

When on school property, cell phone use by students is prohibited during the regular school day, except for situations involving a bonafide health or safety emergency or unless specific permission has been granted by the building principal or district superintendent. While students have permission to *possess* cell phones at school, they must be appropriately and securely stored and not visible. This includes, but is not limited to, before school, during classes, between classes, and at lunch. A student who is in violation of this policy will be subjected to the following disciplinary action:

- 1st offense - 1 day of lunch detention - student may pick up their phone from the office at the end of the day
- 2nd offense - 3 days of lunch detention - student may pick up their phone from the office at the end of the day
- 3rd offense - 3 days of lunch detention - parent must pick the phone up from the office between 3:05 pm - 3:30 pm
- Any offense after the 3rd will result in in-school suspension

## **TOBACCO USE PROHIBITED**

Wynnewood School District is a 24-7 Tobacco Free Campus. According to the Oklahoma House Bill 1685 beginning August 20, 2015, all Oklahoma Public Schools are required to be tobacco free. Wynnewood School Board Policy also includes E- Cigarettes as part of the ban on tobacco products.

## **USE OF TOBACCO**

Students are not to use or have in their possession any form of tobacco while on school grounds. Any student who is using tobacco or having it in their possession shall be brought to the office and dealt with in an appropriate manner.

## **TRANSPORTATION**

Wynnewood Schools provide safe transportation to all students in our school district. Students should be careful about boarding, and getting off the bus. Always wait for the bus to come to a complete stop before leaving your seats. Students should never be moving around in the bus or have arms and head outside windows while the bus is in motion. The driver of the bus is a school official and has the same control over the students as the teacher in the classroom. Misconduct will be reported immediately to the principal. Persistent improper conduct or vulgar language may cause the student to be deprived of the privilege of riding the bus.

## **TELEPHONE**

The school phone is for business purposes only. A student will not be called out of class to answer telephone calls except in case of emergency.

## **VANDALISM**

The Wynnewood Board of Education will prosecute any individual who willfully destroys, mutilates, or disfigures public school property of any kind to the full extent of the law. Section 526 School Laws of Oklahoma 1971 makes parents responsible up to \$1,500.00 for willful destruction of school property by their children.

## **VISITORS**

All visitors are to report first to the principal's office to sign in and receive a visitor pass. When leaving visitors must sign out and leave a pass at the office.

## **DRUG-FREE SCHOOLS**

It is the policy of the Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and

wellbeing of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (k-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate the standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following:

*"The Drug Free Schools and Communities Act Amendments, P.L. 101-226*

Requires that state, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.) Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and implementation of a drug prevention program for students.

***A COPY OF THIS POLICY WILL BE FURNISHED TO EACH STUDENT AND TEACHER IN THE SCHOOL DISTRICT***

## **DRUG FREE SCHOOLS STATEMENT**

The Drug Free Schools and Communities Act Amendments of 1989 require a Local Education Association to certify to the U.S. Department of Education by 10-190, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Wynnewood Public Schools to comply with this statutory directive.

Wynnewood Public Schools policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of illegal drugs, controlled substances, 3.2 beer or alcoholic beverages in the workplace, on its premise, or as a part of any sponsored activity.

All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student.

Sanctions for violation of this policy include, but are not limited to, expulsion, termination of employment, referral for prosecution and/or completion of an appropriate rehabilitation program, at the individual's expense, to appropriate authorities for criminal prosecution.

## **DRUGS, ALCOHOL AND CONTRABAND SEARCHES (Regulation)**

In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent. Student lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel.

No student will be the target of a search by a search dog. However, if the search dog indicates the possible presence of any material which the dog is trained to detect on the person of a student, a further search of that person's outer garments, purses, containers or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered. Strip searches or "body" searches are prohibited.

*REFERENCE: Public Law 101-226*

*70 O.S. § 1210.221, et seq.*

## **POSSESSION/USE/UNDER THE INFLUENCE OF ALCOHOLIC OR NON-INTOXICATING BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

### **REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It is the policy of the Wynnewood Board of Education that any Public School Teacher, Counselor, or Administrator having reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages - including the legally non intoxicating beverage commonly referred to as 3.2 beer as defined in Section 506 of Title 37 of the Oklahoma Statutes, shall have alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance as defined in Section 2-101 of the Title 63 of the Oklahoma Statutes shall immediately notify the Principal of such suspicions. The Principal shall immediately notify the Superintendent of Schools and a parent or legal guardian of said student, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every teacher, counselor or administrator employed by Wynnewood Board of Education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer and wine coolers) or a controlled dangerous substance and who reports such information to the appropriate school officials shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of making such a report.

Note: A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S.-24-138.

Approved January 8, 1996.

## **GUIDELINES FOR PROVIDING DUE PROCESS IN STUDENT SUSPENSION CASES IN WYNNEWOOD PUBLIC SCHOOLS**

Every student has the right to due process in disciplinary matters involving suspension or expulsions.

Due process involves:

1. That the student be given oral or written notice of the charges against him.
2. That if the student denies the charges, he will be given an explanation of the evidence in the presence of school authorities and be given an opportunity to present his side of the story.

### **THESE GUIDELINES WILL BE USED IN DEALING WITH SUSPENSIONS AND EXPULSIONS:**

1. There need be no delay between the time "notice" is given and the time for the hearing.
2. In most cases the disciplinarian may informally discuss the alleged misconduct with the student minutes after it has occurred.
3. In being given an opportunity to explain his/her version of the facts at this discussion, the student first must be told what he is accused of doing and what the basis of the accusation is.
4. Since the hearing may occur almost immediately following the misconduct notice, the hearing should, as a general rule, precede the removal of the student from school.
5. However, there are recurring situations in which prior notice hearing cannot be insisted upon. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practicable.

## PROCEDURE IN STUDENT SUSPENSION CASES

1. **Immediate Suspension without a Pre-Suspension Conference:** A student may be suspended without a pre-suspension conference as required by this policy only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building constitutes a danger to the health or safety of the student, to school property, or a continued disruption of the educational process. In such cases, a suspension conference with the student and the parents should be scheduled as soon as possible.
2. **Pre-Suspension Conference:** When a student violates a school rule or regulation, the principal shall conduct an informal conference with the student. At the conference the principal should read the rule or regulation which the student is charged with violating and shall discuss the conduct of the student in violation of the rule or regulation. The student should be asked whether he understands the rule or regulation and be given a full opportunity to explain and discuss his conduct. If it is concluded that a suspension is appropriate, the student should be advised that he is being suspended and of the length of the suspension. The principal should immediately notify the parents by phone and/or writing that the student is being suspended from school.
3. **Conference with Parents:** regardless of the suspension, the principal should hold a conference with the parents or guardians. The parents should be advised of their right to a conference with the principal at the time they are notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the principal should read the rule or regulation which the student is charged with having violated and should briefly outline the conduct on the part of the student. If the suspension is for more than ten (10) days, the student and his/her parents shall have the opportunity to hear and question those persons who have charged the student with violation of the rule or regulation. At the conclusion of the conference the principal should state whether he/she will terminate or modify the suspension. Unless the parents are in agreement with the principal's decision, they should be advised of their right to have the suspension reviewed by the Board of Education.
4. **Limits on Suspension:** In no event should a suspension extend beyond the current semester and succeeding semester. Suspensions should have a definite commencement and ending date; indefinite suspensions are not permitted. However, a student may be temporarily barred from attending classes until a conference can be held with teachers and/or parents. It is recommended that extended suspensions should be imposed only in aggravated situations. Suspensions should be consistent; that is one student should not be suspended for a few days for an offense and another student suspended for an extended period for the same or similar offense.. However, the student may be advised that

the suspension will be terminated at an earlier date if he performs some remedial act.

**5. Records:** The principal should keep written records of each suspension conference, which should contain the date of the conference, the name of the person present, and the time duration of the conference.

**6. Appeals:** Requests to appeal a suspension action to the Board of Education should be presented by the parent or guardian in writing to the Superintendent stating the reason for the appeal. A copy of the written appeal will be given to the principal.

## **MODEL SCHOOL WELLNESS POLICY**

**Purpose:** The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

**Overall Goal:** All students in the Wynnewood School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Wynnewood School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Wynnewood School District adopts this school wellness policy with the following commitments to nutrition education, physical activity, and other school-based activities that support student and staff wellness.

## **NUTRITION GUIDELINES/STANDARDS**

### **School Meals**

- Per USDA Regulations 210.10 and 220.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- Per USDA Regulation 210.10, School lunches will provide  $\frac{1}{3}$  of the recommended dietary allowance (FDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulation 220.8, school breakfasts will provide  $\frac{1}{4}$  of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulations &210.10 and &220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- Per USDA Regulations &210.10 and &220.8, the total calories from saturated fat in school meals will be less than 10 percent when averaged over one week.

- Per USDA Regulations &210.10 and &220.8, school meals will meet the Dietary Guidelines for Americans.

#### **Other Food Items Sold on School Campuses**

- Per USDA Regulations &210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.
- Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in middle and junior high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, an FMNV will be available for sale at the junior high only in vending areas outside the cafeteria.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthy food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make healthier food choices.

### **NUTRITION EDUCATION**

- Per USDA Regulations & 210.12 and & 227, nutrition education is offered in the school cafeteria as well as the classroom.
- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

### **PHYSICAL ACTIVITY**

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in Grades K through 5 will participate in 60 minutes of physical activity each week.

### **SCHOOL BASED ACTIVITIES**

- Per Oklahoma Senate Bill 1627, each school site will establish a healthy and fit school advisory committee that meets and makes recommendations to the school principal. The School principal shall consider recommendations made by the healthy and fit school advisory committee.
- Per the school district's child nutrition programs agreement, school meals may not be used as a reward or punishment.
- Per USDA Regulations &210.12 and &227, students and parents will be involved in the NSLP. Parent and student involvement will include menu planning suggestions, cafeteria

enhancement, program promotion, and other related student community support activities.

This school Wellness Policy was adopted by the Board of Education of the Wynnewood School District at the regularly scheduled meeting on this, the 14th day of August in the year 2006.

## **SANCTIONS**

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or serious injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if it is your first offense (no prior convictions) and if less than 50 kilograms of marijuana involved, then you are subject to imprisonment of no more than 5 years, a fine of \$250,000 or both. If, however, all other factors are the same as in the previous example, but 50-100 kilograms of marijuana are involved instead of 50, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from marijuana use, then you are subject to not less than 20 years to life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$100.00 but not more than \$1000, or both. With regard to simple possession, the number of convictions make both the minimum period of imprisonment and fines greater. Under special provision for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending on the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drug Acts" which provides for much harsher penalties.

In addition, state law provides that possession or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00 or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, you may

be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

Following are several local ordinances pertaining to narcotics, public intoxication, possession and transportation of intoxicating beverages:

**(Narcotics)**

**Public Intoxication - Drinking in Public:**

It shall be unlawful for any person who is drunk or in a state of intoxication to appear or be upon any street, alley, place of business or other public place, or for any person to drink intoxicating liquor or beverage in any street, alley, place of business or other public places within the city.

**Possessions by Minors:**

It shall be unlawful for any person under the age of twenty-one (21) years to consume or to be in possession of any intoxicating beverage while such person is on any public street, road, or highway, or any public building or place.

**Transporting in Opened Containers:**

It shall be unlawful for any person to knowingly transport in any moving vehicle upon a public highway, street, or alley any intoxicating beverage, except in the original container which shall not have been opened and from which the original cap or seal shall not have been removed, unless the opened container is in the trunk or rear compartment which shall include the spare tire compartment in a station wagon or panel truck, or any outside compartment which is not accessible to the driver or any other person in the vehicle while it is in motion. If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, the person may be convicted of violating both local and state law and punished according to both laws. Further information regarding these local, state, and federal laws may be found in the Principal's office and is available to students and employees. Students and employees are encouraged to review this information. The above references, examples of penalties, and sanctions are based on relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

## **SOFTWARE POLICY**

The Wynnewood Public Schools has established a computer software contract. This contract was created in order to protect the student as well as the school from copyright laws and from spreading viruses. This contract is valid for every classroom in the school. **Therefore, students will not be allowed to bring diskettes to school or take diskettes home.** Each student must sign this contract and also have it signed by a parent/guardian. Any student signing this contract agrees that they WILL NOT bring any software (diskettes or CD's) into the Wynnewood Public Schools. Also, a student MAY NOT take any software home. This contract is protecting the student, the school and the district by adhering to copyright laws and from spreading any viruses. Should any student commit any violation, access privileges may be revoked and school disciplinary and/or appropriate action may be taken.

# INTERNET ACCEPTABLE USE POLICY

## Definition and Purpose

The Internet is an electronic communications network which provides vast, diverse and unique resources. The goal of the Board of Education in providing this service to teachers, staff, and ultimately students, is to promote educational excellence in schools by facilitating resource sharing, innovation and communications. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children. The Wynnewood School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. Ultimately the school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. Wynnewood Schools support and respect each family's right to decide whether or not to allow their child to apply for access to the Wynnewood Net.

## RIGHTS

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. **Internet access is a privilege, not a right.** If a district user violates any of the acceptable use provisions outlined in this policy, his/her account will be terminated and future access will be denied.

### 1. ACCEPTABLE USE

- A teacher must monitor the students using the internet.
- Internet usage is restricted to use in school assignments.
- Must be in accordance with district policy.
- Must be consistent with the rules appropriate to any network being used/accessed.
- Unauthorized use of copyrighted material is prohibited.
- Threatening or obscene material is prohibited.
- Distribution of material protected by trade secrets is prohibited.
- Use for commercial activities is not acceptable.
- Product advertisement or political lobbying is prohibited.
- Chat room usage is prohibited.

### 2. PRIVILEGES

- Access to the internet is not a right, but a privilege.
- Unacceptable usage will result in termination and future access will be denied.

### 3. ETIQUETTE

- Be polite.
- Do not use vulgar or obscene language.
- Do not reveal your address or phone number (or those of others).

Electronic mail is not private.

Abide by generally accepted rules of network etiquette and in accordance with the laws of the State of Oklahoma and the United States of America.

#### **4. SECURITY**

If you identify a security problem, notify a system administrator immediately.

Do not show or identify a security problem to others.

Attempts to log-in on another user will result in cancellation of privileges.

All log-in attempts by the user must be signed on an in-out sheet by the user and teacher or supervisor.

#### **5. VANDALISM/HARASSMENT**

Vandalism - any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Harassment - the persistent annoyance of another user or the interference in another user's work, or the sending of unwanted mail will result in the cancellation of user privileges.

#### **6. PENALTIES**

Any user violating these provisions, applicable state and federal laws, or posted classroom and district rules is subject to loss of network privileges and any other district disciplinary options, including criminal prosecution.

School and district administrators will make the determination as to what constitutes unacceptable use. The Wynnewood Board of Education will make the final determination as to what constitutes unacceptable use. Their decision is final.

## **INTERNET ACCESS CONDUCT AGREEMENT**

The Wynnewood School District makes no warranties of any kind, expressed or implied, for the service it is providing. The Wynnewood School District will not be responsible for any damages a user may suffer, including loss of data. The district will not be responsible for the accuracy or quality of information obtained through this internet connection.

All terms and conditions as stated in board policy are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the law of the State of Oklahoma and the United States of America.

I understand and will abide by the Wynnewood School District Internet Acceptable Use Policy. I further understand that any violation of this Internet Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

## **E-MAIL POLICY**

1. All email will be received or sent on service provided by the school. Hot-mail, Yahoo, etc. services are expressly forbidden for student use.
2. All e-mail is subject to review by school personnel. Students violating e-mail or Internet policy will subject themselves to disciplinary procedures. This will include but not be limited to suspension of e-mail privileges

3. Use of e-mail by students will be limited by school personnel at designated times set by such personnel.
4. This policy is in force for any and all computers in the Wynnewood Public School district.
5. This policy will not negate any previous policy set by the Wynnewood Board of Education.

## **FLOWER DELIVERIES**

It is the policy of the Wynnewood Public Schools that flowers, candies, balloons, etc., may be delivered to schools with the approval of the administrator. The administrator will determine exceptions to policy.

## **NO CHILD LEFT BEHIND**

Section 1111 (6) (A)-QUALIFICATIONS - At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - (iii) The baccalaureate 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.
  - (iv) Whether the child is provided services by paraprofessionals and, if so their qualifications.
- According to the Act the information listed above must only be provided to parents, who request the information. The LEA/school site must notify parents that they have the right to request the information.

Schools must however provide the following information to parents.

- Information on the level of achievement of the parent's child in each of the State academic assessments.
- Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

The Act also requires that this information be provided to parents, to the extent practicable, in an understandable format and in a language that parents can understand.

## **WITHDRAWAL FROM SCHOOL**

In order to insure proper handling of school records and to facilitate entrance into another school, a student wishing to withdraw from school should:

1. Have a parent call, come into the office, or write a note explaining the reason for withdrawal.
2. Obtain a withdrawal notice from the principal's office as early as possible on the day he or she intends to check out of school.

3. The withdrawal notice should be properly endorsed by all subject teachers, the librarian, and the principal.
4. Secure report cards from teachers if possible.
5. Bring complete withdrawal notice to the office by 3:00 p.m.
6. A student should have in his possession the following items before leaving school:
  - A. Report cards if possible.
  - B. Withdrawal notice.
  - C. P.E. equipment and other personal belongings.
  - D. Final clearance from the principal's office

## **STUDENT COUNSELING**

Our school provides counselors and facilities for counseling for all students grades PK-12. We urge the student to take advantage of the opportunities that are presented to them. Arrangements can be made for conference with the parents and students jointly or with the counselors. When this is not possible, arrangements ahead of time will be made to permit the student to leave class for the purpose of working with the counselor. Students can also be seen on an "need to" basis. The counselor can assist students with educational, vocational, social, and emotional problems with which the student feels that he needs help. All conversations between the counselor and students are kept confidential unless the student is posing a harm to themselves, another person is threatening harm to them, they are planning on hurting another person or they have given the counselor permission to speak with someone else about a specific concern.

## **ASSEMBLIES**

A variety of educational and entertaining assemblies are presented at regular intervals. These assemblies provide students opportunities to demonstrate the courtesy, cooperation, and consideration that they have been taught at school and at home. There are always visitors at our assembly programs, and it is a credit to the student body when they are able to comment on the courtesy of the students toward speakers, performers, and guests.

## **INSURANCE**

Students participating in Athletics, P.E., and Vo-Ag are encouraged to be covered by an insurance policy covering accidents. This can be on an existing policy from your parents or guardian or you can purchase school insurance.

## **ACTIVITY TRIPS**

Students will go and return in the school bus or transportation provided by the school. Special arrangements may be made with the sponsor for the students to return from the activity with their parents. This should be taken care of prior to leaving for the trip.

## **Field Trips**

Revised 11/2022

Students on field trips should understand that they must remain under the direct supervision of a school official the duration of the trip. Students will participate as a class for the entire trip. The teacher, school staff or administration shall enforce the school standards of personal conduct expected on a field trip. The school will provide additional staff to accommodate school trips when necessary.

All discipline issues that arise will be handled by a school official on site of the field trip location and reported to the building principal. Parents will be notified of any misconduct. Failure to comply with school rules could disqualify the student from participating in future school sponsored field trips.

All students in attendance of the school sponsored field trip must ride on the bus provided by the school district. If there are special needs students that need accommodations, alternative transportation must be worked out through the office prior to the day of the field trip.

Information and permission forms will be sent out at least 2 weeks prior to the field trip. If students do not return the necessary forms to give permission for the student to be transported or attend the field trip, the student will not be allowed to attend. No student will ever be denied a field trip for lack of ability to pay admission fees.

When attending events, the class will remain together during mealtime/snacks and presentations. Students and staff attending the field trip will be seated first. All guests will be responsible for finding alternative seating.

## **ACADEMICS**

### **ENTRANCE REQUIREMENTS**

For admission to Wynnewood Schools, a student must be a resident of this district or a legal transfer, must be living with parents or guardian, and must be willing to abide by the rules and guidelines set up for our schools. A prospective student must also present upon enrollment immunization records, school records, and social security number.

## **ELIGIBILITY REQUIREMENTS**

### **Semester Eligibility**

To be eligible to participate in any contest involving other schools a student must be passing in a minimum of five classes at the end of each semester.

At the end of the semester a student must be passing a minimum of five classes. If not, a student is ineligible for six weeks at the beginning of the next semester. At the end of the

six-week period, a student must be passing in all classes in which a student is enrolled to be eligible. If a student is not passing all classes, a student will have to pass all classes on a weekly basis to regain eligibility.

### **Weekly Eligibility**

A student must be passing in every class to be eligible each week. The student must also have been in attendance 90% of the grading period. A student receiving a failing grade in a class is placed on probation for a period of one week. In order to be eligible, the student must be passing all classes at the end of the following week. Eligibility will be determined on the basis of work completed by the end of the school day on the day eligibility is checked. If not, the student is ineligible to participate until that student is again passing.

At the end of that one-week period, the student must be passing every class in order to be eligible. If a student fails a completely different class at the end of probation week, the student is ineligible until the student is passing every class. There is no limit to the number of times a student can have a probation period, provided that the probation period will not run for two consecutive weeks.

**ELIGIBILITY WILL BE DETERMINED ON THE BASIS THAT IF THE SEMESTER ENDED ON THAT DAY, THE STUDENT WOULD BE FAILING THAT CLASS. TEACHERS ARE REQUIRED TO RECORD A MINIMUM OF TWO GRADES PER WEEK.**

### **Grading System**

The grading system used in the Wynnewood High school will be based upon the following scale:

<b>GRADE</b>	<b>PERCENTAGE</b>
<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>59 or below</b>

### **STUDENT RETENTION (REGULATION)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district. Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third-grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that participation in the statewide criterion-referenced tests are not appropriate;
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
6. Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

REFERENCE: 70 O.S. §24-114.1

70 O.S. §1210.S0SC

## **APPELLATE PROCEDURES FOR STUDENTS RECOMMENDED FOR RETENTION**

I. The parent(s) or legal guardian(s) of any student who has been recommended for retention may appeal that decision to the board of education. The following procedures shall govern the appellate process:

A. The student's parent(s) or legal guardian(s) shall notify the superintendent within ten ( 10) business days following the notice of retention of their intent to appeal the decision to retain.

B. Upon receiving notice of the parent(s) or guardian(s) intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten ( 10) business days from the date the notice of appeal was filed with the superintendent.

C. During the hearing of the appeal before the board of education, the student's parent(s) or legal guardian(s) shall have the right to provide evidence as to why retention is inappropriate.

D. The board of education shall determine the reasonableness of the notice to retain. The board of education may uphold or overrule the notice to retain. The decision of the board of education shall be final.

## **HOMEWORK**

Homework by the students is encouraged when it is needed to supplement or strengthen regular class work. All students profit from a certain amount of systematic home study. A part of every class is set aside for individual study and work under the supervision of the teacher, who can during this time help individual students with their particular weaknesses and observe the study and work habits of all the students in the class. Home study is often a continuation of this supervised study time within the class itself. As you can see, the amount of home study necessary may vary from time to time within a given class and from class to class within a given grade.

## **TEXTBOOKS**

When books are issued, the teacher will write the student's name in ink in the label in the books issued to the student. Books lost or damaged must be paid for by the student responsible for the book, the one in whose name the book is issued. Books should not be left lying about the school grounds. The way you care for your books will reflect your appreciation for the free textbook plan.

## LIBRARY BOOKS

Students will check out library books through the school media center. Any books damaged or lost will need to be paid for by the student responsible for the book, the one in whose name the book is issued.

## FIRE AND TORNADO DRILLS

Instructions for fire and tornado drills have been carefully planned and the student will find a copy of these plans on the bulletin board of each classroom. Each teacher will go over these instructions with each class during the first week of school.

## GRIEVANCE PROCEDURE

### GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS & EMPLOYEES)

#### I. **Definitions:**

- A. Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
- B. Grievant:** A student or employee of the Wynnewood School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
- C. Title VI, Title IX, and Section 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other State and Federal laws addressing equal educational opportunity. The Title VI/IX/504 Coordinator is responsible for processing complaints.
- 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 Saturday, Sunday and Holidays.

#### II. **Pre-Filing Procedures:**

- A.** Prior to filing a written complaint, the student or employee is encouraged to visit with an administrator and reasonable effort shall be made to resolve the problem or complaint.

#### III. **Filing and Processing Discrimination Complaints:**

- A. Grievant:** Submit written complaint to Title VI/IX/504 Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaints must be submitted within 30 days of alleged violation. Complaint forms are available in the superintendent's office.

- B. Title VI/IX/504 Coordinator:** Notifies respondent within 10 days and asks the respondent to: (1.) Confirm or deny facts. (2.) Indicate acceptance or rejection of student or employee's requested action, or (3.) Outline alternatives.
- C. Respondent:** Submits answer within 10 days to Title VI/IX/504 Coordinator.
- D. Title VI/IX/504 Coordinator:** Within 10 days of receiving respondents answer, Title VI/IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the superintendent.
- E. Superintendent, Grievant, Respondent, and Title VI/IX/504 coordinator:** Hearing is scheduled.
- F. Superintendent:** Issues within 10 days after the hearing a written decision to the student or employee, respondent, and the Title VI/IX/504 coordinator.
- G. Grievant or Respondent:** If the grievant or respondent is not satisfied with the decision, they must notify the Title VI/IX/506 coordinator within 10 days and request a hearing with the Board of Education.
- H. Title VI/IX/506 Coordinator:** Notifies the Board of Education within 10 days after receiving a request. Title VI/IX/506 coordinator schedules a hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.
- I. Board of Education, Grievant, and Title VI/IX/506 coordinator:** Hearing is conducted.
- J. Board of Education:** Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

**WYNNEWOOD INDEPENDENT SCHOOL DISTRICT NUMBER 38 OF GARVIN COUNTY, OKLAHOMA IS IN COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND OTHER FEDERAL LAWS AND REGULATIONS, AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, HANDICAP, OR STATUS AS A VETERAN IN ANY OF ITS PRACTICES, POLICIES, OR PROCEDURES. THIS INCLUDES, BUT IS NOT LIMITED TO ADMISSIONS, EMPLOYMENT, COMPENSATION, EDUCATIONAL SERVICES, PROGRAMS, AND ACTIVITIES.**

**Timothy Simpson** is the coordinator of this district's efforts to assure nondiscrimination as stated above. **Mr. Simpson** may be reached at 702 East Kerr, telephone **665-2004**.

## **FERPA NOTIFICATION ANNUAL NOTICE OF FERPA RIGHTS**

On June 5, 1989 the School Board of Wynnewood Public Schools adopted a student records policies and procedures for the school district. This policy is designed to meet the provisions of the Family Educational and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office, the junior high counselor's office, and the high school counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Wynnewood School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents and/or eligible student to seek correction of parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records policies and procedures policy.

It is the intent of the Wynnewood Public School District to limit the disclosure of the information contained in a student's educational records except:

- (1) by the prior written consent of the of the student's parent or the eligible student,**
- (2) as directory information, or**
- (3) under certain limited circumstances as permitted by the FERPA.**

The Wynnewood School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written contest:

- 1. The student's name**
- 2. The name of the student's parents**
- 3. The student's date of birth**
- 4. The student's class designation (i.e. first grade, tenth grade, etc.)**
- 5. The student's extracurricular participation**
- 6. The student's achievement awards or honors**
- 7. The student's weight and height if a member of an athletic team.**
- 8. The student's photograph**
- 9. The school or school district the student attended before he or she enrolled in the Wynnewood School District.**

In case a parent of a student, a student, or former student 18 years old, or a citizen of the Wynnewood School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

**The Family Educational Rights and Privacy Act Office  
U.S. Department of Education  
Room 4511, Switzer Building  
Washington, D.C. 20202  
Phone Number: (202) 732-5058**

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English

## **ASBESTOS NOTIFICATION**

Following a mandate issued by the United States Congress in 1986, the U.S. Environmental Protection Agency has established the Asbestos Hazard Emergency Act (AHERA) Rule. The AHERA Rules provide guidelines for the identification, monitoring, and management of Asbestos-Containing Materials (ACM) in all public and private schools from kindergarten through twelfth grades.

As a first step toward compliance with the AHERA Rules, we have employed the firm of GMA Environmental Management Group. GMA has completed the inspection process and has prepared a Management Plan which is pending review and approval by the Oklahoma State Department of Health.

The Asbestos Inspection and Management Plan is designed to identify any presence of ACM and to provide a program to control those materials and prevent any risks to building occupants. Asbestos-Containing Materials were found to be present at **Wynnewood High School**.

All asbestos is inspected twice yearly and repairs are made as needed. The inspection results and the Management Plan are on file for public review and may be examined in the **Principal's office at 702 East Kerr** between the hours of **8:00 a.m. - 3:00 p.m.**

By our actions to comply with the AHERA Rule, we have taken every measure to continue to provide a safe and healthy environment for our students, employees, and patrons.

Further questions may be directed to the Wynnewood High School Principal at **665-2045** or by visiting the office at **702 East Kerr** between the hours of **8:00 a.m. - 3:00 p.m.**