

# WELLSTON SCHOOLS



# STUDENT HANDBOOK

Updated 08/16/2019

**MISSION STATEMENT**

At Wellston Public Schools, we pursue educational excellence for all students. We recognize that students, faculty, staff, and parents share the responsibilities for learning in a safe and developmentally sound environment.

**ADMINISTRATIVE MESSAGE**

All students will have the opportunity to achieve to the best of their abilities. The board of education, administration, faculty, and staff of the Wellston School district are dedicated to providing every student with an opportunity to reach THEIR fullest potential. In order for every student to have an opportunity to achieve, the school district must provide a safe, pleasant, and organized environment conducive to learning. This handbook is designed to help provide necessary guidelines for the establishment of this learning environment. This handbook, while providing general guidelines, cannot necessarily cover every possible contingency. It is always necessary for the student and the parents to remember that the students are responsible for their actions.

**SCHOOL BEGINS**

Elementary classes begin at 8:00 am and continue until 3:05 pm. Middle and High School classes begin at 8:00 am and continue until 3:10 pm.

**GRADING SCALE**

- 90 – 100.....A
- 80 – 89.....B
- 70 – 79.....C
- 60 – 69.....D
- 59 and below....F

**STATE GRADUATION REQUIREMENTS**

House Bill 3218 amended State law (70 O.S. § 1210.523) to require every student who enters “ninth grade in the 2017-2018 school year... to take the assessments included in the statewide student assessment system in order to graduate with a standard diploma, unless otherwise exempt by law.”

**All students must take the following State of Oklahoma mandated exams:**

- Math
- English
- Science

A minimum of 24 units of organized classroom instruction are required in high school for graduation. Seventeen (17) of the 24 units required will be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

**The required units are listed below.**

- 4 English (Grammar, Composition, and Literature)**
- 3 Science (Physical science and Biology (required by law), Environmental science, Chemistry, Zoology, Anatomy, or any lab science certified by the school district.)**
- 3 Mathematics (Algebra I, Geometry, Algebra II, Mathematics Analysis, Calculus, etc.)**
- 3 Social studies (US history, Government, Sociology, Oklahoma history, etc.)**
- 1 \*The Arts (band, general music, fine arts, etc.)**
- 2 Technology**
- 8 Electives (One must be from a core subject area-math, English, science, social studies)**

\*Beginning in Fall 2018, SB1380 modifies the required Art credits from 2 to 1 and adds a unit of computer education to graduation requirements. The State of Oklahoma requires an additional credit in one of the four core subject areas (math, science, English, and social studies). 70 O.S. § 11-103.6:OAC 210:35-25-2

**GRADES**

Progress reports will be handed out to the student every three weeks. In the elementary school the report is given to the student to take home for his/her parents'/guardians' signature.

Grades will be issued every midterm by the teacher of each class in which the student is enrolled. The nine-week grade represents a mid-term grade and is not to be averaged with the second nine weeks' grade to determine the semester grade. If a conference with the teacher is desired by the parent, please schedule through the principals' office. Report cards for grades 6-12 can be picked up in the high school on parent/teacher conference days by the parent/guardian. At the end of school, the report cards may be picked up in the principal's office no later than June 1.

Elementary school parents/guardians can pick up report cards on parent/teacher conference days from the child's teacher. For first semester only, we will give semester report cards to the student to take home to be signed and returned.

## **SEMESTER TESTS**

### Grades 6-12

The tests are an assessment of progress for the semester. The school day schedule will be arranged in order that a student will take three and 1/2 tests a day. Semester tests will not be given early. If for some reason beyond the student's control he/she is gone on these days, a "0" will be issued. The student will have two days to make up the test, unless extenuating circumstances are approved by the administration. If the student has not made up the test, the zero will become permanent.

### **Semester Test Exemption Guidelines**

1. Students may be exempt from a semester test if they have the following grade and attendance record:
  - a. A = 4 absences or less
  - b. B = 3 absences or less
  - c. C = 2 absences or less
  - d. Every 3rd Tardy in a class equals an Absence

If students are exempt from semester tests in every class, they are not required to attend school on semester test day. These students will receive an Excused Absence for this day. If they must take one or more tests that day, then they must be at school all day. Students not exempt are required to attend school that day.

A student's discipline record can exclude the student from this privilege. Students who have been suspended for any reason will not be exempt from semester tests. School activity absences do not count towards the absence count.

## **ATTENDANCE**

Regular attendance is one of the most important factors contributing to success in school. Students, with the assistance of parents, are expected to make every effort to be at school. If a student has a fever they need to be kept at home. **Any student that is more than 25 late minutes will be counted as an absence for that period.**

Each student must attend class a minimum of 90% of the time in order to earn a grade or receive credit for the class. Absences for any reason, except school-authorized absences, will be included in determining if a student has been in attendance 90% of the semester.

The Oklahoma State Department of Education now defines chronic absenteeism as 18 or more absences during the school year for any reason except for school-authorized absences. This averages

out to be 8.5 absences allowed for each semester. The OSDE will assign a grade to the school report card in relation to our school's chronic absenteeism rate. When a student acquires nine absences in a class, the credit for that class can be suspended. An attendance review committee will meet with the parent/legal guardian(s) of the student concerned to hear extenuating circumstances concerning absences. The committee will not meet until the end of the current semester. The review committee will make a recommendation to the principal who will have final authority.

***Students with excessive absences will be turned over to the District Attorney.***

**When a student is absent, parents should call that morning and state the specific reason for the student being away from school. IF ILLNESS OCCURS WHICH CAUSES THE STUDENT TO BE ABSENT MORE THAN 5 DAYS IN ONE SEMESTER, PLEASE PROVIDE A NOTE FROM THE DOCTOR FOR ALL SUBSEQUENT ABSENCES DUE TO ILLNESS.**

#### **MAKE UP WORK**

All arrangements to make up work due to an absence will be made on the first day the student returns to school. **It will be the responsibility of the student to contact the teacher and make arrangements for the make up work or any test missed. The student is to use Tiger Time to make arrangements.**

**Students will be allowed one day for each day missed to turn in missed work.** Students must make up all school work missed during absences. Students who are gone for more than five days will have a maximum of five days to make up their work upon returning to school. One school day should elapse after students return before testing. Make up work for school activities should be prearranged by the student.

#### **TRUANCY**

Students who are absent without consent and/or knowledge of the parent are unexcused or truant. The truant student will not be readmitted to school until there has been school/parent contact. Repeated truancy will be just cause for legal actions to be taken against the parent (violation of compulsory attendance law). The following are examples of truancy:

1. Leaving school without signing out through the Principal's Office.
2. Being absent from school without parental permission (skipping).
3. Arriving at school but not attending class.

NOTE: It should be noted that all school absences will be determined as excused or unexcused by school officials. Such activities as shopping, family vacations, etc., may be unexcused even though approved by parents.

## HALL PASSES

No student will leave a classroom during class period without teacher permission.

## TELEPHONE

**The telephone in the office is a business phone. Students will not be called to the phone except in the case of an emergency.** If a parent needs to have a message delivered to a student, every effort will be made to see that the message is delivered in a reasonable time. *Students will be allowed to use the telephone in the office. Calls will be limited to 2 minutes or phone privileges will be revoked.*

## CLOSED CAMPUS

Students in grades 1-8 will remain on campus during school hours. The parking lot and downtown area are off limits. If a student is to go home for lunch, the parent should contact the principal to make arrangements. Students **CANNOT** go to another student's house during lunch.

Students in grades 9-12 may go downtown, if their parents sign a permission form. This form should be obtained from the principal's office. They must walk down Birch Street to go to and from town.

**Students will not be allowed to ride or drive in any vehicles at this time.**

If a student is to go home for lunch, the parent should contact the principal to make arrangements.

**Students will not be allowed to go to another student's house for lunch.**

### Noon Hour Rules

- a) Compliance of the driving policies of the school.
- b) All trash must be properly disposed of.
- c) No fighting will be permitted for any reason.
- d) Students will use Birch Street to go to and from town.
- e) No congregating of students will be allowed anywhere i.e., either beside, in, or around vehicles parked beside or in the street, in yards, etc. Students are to pass to and from town without grouping in any area.
- f) Students are to stay out of yards and away from houses, barns, and garages.
- g) Use of alcohol, tobacco, and drugs will not be tolerated.

These actions put the major portion of the burden of any open campus where it belongs—with the students. Enjoyment and responsible action will dictate an open campus; while abuse and unwise behavior will lead to denial of privileges and an immediate recommendation to close the campus. Complaints of improper behavior will result in immediate suspension of the privileges of going off campus and/or closing of the campus.

## **VEHICLES**

Wellston has many students that will at one time or another during the school year wish to operate a motor vehicle around the school campus. The school, in order to provide for the safety and well-being of all students, must adopt certain necessary rules and regulations to control the traffic flow around the school campus. Students who fail to abide by these rules will be subject to disciplinary actions. Students who wish to operate motor vehicles in the area of the school campus will adhere to the following rules:

1. Students who drive will be asked to fill out a registration form that will be kept in the office. Upon arrival at school, the student's vehicle will be parked in the students' parking lots which are north and west of the old gym and north of the vocational agriculture building and east of the high school on Birch St. The students will immediately park the vehicle and leave the parking area to go to the main school campus.
2. No student parking is permitted in front of the school unless authorized by the High School office.
3. The vehicles will not be moved until students are released from classes for the day or have permission from the principal to leave school.
4. Students should not be in their vehicles except to arrive and leave school. Students will not be allowed to sit in vehicles across from the school or on school property before, during, or after school hours.
5. In order to avoid confusion at the end of the school day, all vehicles will exit away from the school buildings and school traffic. Students leaving the lot west of the old gym should exit left (west) onto 6<sup>th</sup> Street which is the north entrance to the parking lot. Those leaving the north parking lot across from the new gym should leave accordingly out of the parking lot and turn away from the school. Those leaving the lot on Birch St. should turn south (left) out of the parking lot. This will prevent students getting into the traffic flow around the buses and other school traffic.

## **LOADING AND UNLOADING STUDENTS**

Elementary students who live in town will board the bus in front of the high school office at 7:45 a.m. Elementary school students that arrive after 7:45 a.m. will be the responsibility of the parents to transport to the elementary school. Students who live out of town will be picked up and delivered to the elementary school. The front drive at the elementary school is for the pickup and delivery of students by school buses. We request that parents use the drive at the southeast end of the elementary from 7:30 a.m. until 8:00 a.m. from 2:30 p.m. until 3:15 p.m. This will help to insure safety of the students and parents.

Parents transporting middle or high school students should drop off and pick up in front of the high school in order to alleviate congestion around the buses.

### **BUS RIDER RULES**

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. If students cannot abide by the rules, they will be suspended from the bus. These rules and regulations will apply to all extracurricular trips as well.

A student who rides a bus other than the one to which they are assigned (to another stop on the same bus route) must provide the building principal with a request signed by their parent/guardian. Bus drivers have been instructed to allow no additional riders unless a note from the principal is presented when boarding the bus.

Each parent will have to sign an agreement that their child will abide by the rules and regulations. If the rules are broken, there will be punishment administered on an increased scale and counseling by the administration. Depending on the violation and number of violations by student, the students could be disciplined with the following:

- Talk with administration.
- Assigned seat.
- Detention.
- Off the bus for a set amount of time.

On the fourth offense, that student may be removed for up to forty-five (45) days from the bus. On each offense after that, they may be removed for up to a calendar year. The days removed from the bus can be carried over to the following school year if necessary. This will be done at the discretion of the administration. If a student shows an uncontrolled malicious disregard for safety and well-being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure.

Bus drivers are there to safely transport students to and from school. They are to report any situation that they feel should be reported, and the administration will decide what punishment should be assigned. However, bus drivers do have the authority to assign seats to any and all students as they deem necessary.

### **BUS RIDING RULES**

Riding a bus is a PRIVILEGE, NOT A RIGHT, and the privilege may be removed for not abiding by the bus rider rules.

**Previous to loading, students should:**

1. Be on time at the bus stop—keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. No moving toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting for the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

**While on the bus, students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from any use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus clean and safe at all times.
5. Remember that loud talking and laughing are unnecessary confusion that diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home. Damaged seats or equipment must be paid for by the student.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches or other articles and keep the aisle clean.
9. Help look after the comfort and safety of small children.
10. Not throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from fighting and horseplay on the bus.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety

**After leaving the bus, student should:**

1. Go at least ten (10) feet in front of the bus stop, check traffic, and wait for the bus driver's signal, cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the comfort and safety of small children.

**EXTRACURRICULAR TRIPS**

1. The above rules and regulations should apply to all trips under school supervision.
2. Sponsors should be appointed by the school officials.

3. It is the sponsor's responsibility to supervise students while on an extra-curricular trip.

## **ELIGIBILITY REQUIREMENTS**

To participate in an extra-curricular activity, a student must be at school a minimum of three (3) hours the day of the activity. The following activities would require academic eligibility as prescribed by the Oklahoma Secondary School Activity Association:

- All competitive events sanctioned by OSSAA.
- Cheerleading and Band activities performed at Athletic Activity events.

Other school-related activities which may occur at random times such as school field trips, school talent shows, etc. require scholastic eligibility in which a student must be passing all subjects in which he or she is enrolled during the week in which the activity occurs. Eligibility will be checked the preceding week the activity is to occur. All scholastic eligibility is based upon the cumulative semester grade, (the grade which would be awarded to the student if the semester would end on the day in which eligibility was checked).

### **Scholastic Eligibility**

#### **I. Semester Grades**

- a. A student must have received a passing grade in any five subjects counted toward graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days (this requirement would be five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students).
- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

#### **II. Student eligibility during a semester:**

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a

week, they will be placed on probation for the next week period. If a student is still failing one or more classes at the end of their probationary one week period, they will be ineligible to participate during the next one week period.

**The ineligibility period will begin on Monday and end on Sunday.**

- c. A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility with the first class of the new week period (Monday through Sunday).
- d. "Passing grades" means work of such character that credit would be entered on the records if the semester were to close at that time.

### **III. Special provisions:**

- a. A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college classes equivalent to four high school units which are accepted by the Oklahoma State Department of Education (Physical education and athletics cannot be included in the four requirements.)
- b. An eligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks (15 school days). A student may regain his/her eligibility by achieving the scholastic standard at the end of a three-week period.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship (examples of such hardships will be illness, injury, death in the family, and natural disaster). Board policy allows a maximum of two weeks to apply this exception.
- d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements for the end of spring semester.

- e. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

#### **IV. Special education:**

Students who are enrolled in special education classes have an Individual Educational Plan and have been certified by the Principal as doing a level of quality work may, with the approval of the Board of Directors, be accepted as eligible under this rule.

#### **SEMESTER ELIGIBILITY**

If the student fails three or more classes they cannot participate for six weeks. If the student fails two classes they cannot participate for three weeks. If the student fails one class they cannot participate for two weeks. After two weeks the coach will check on the student's grades in all subjects and provide a written report to the principal by Friday at noon of the second week. If the student is not passing all subjects, they cannot play until the regular eligibility is done. If the student is passing, then she/she can play, and the same procedure will be followed until regular eligibility is done.

#### **LOCKERS**

Lockers will be assigned to grades 6-12 as students enroll. Locks are encouraged. If locks are used, extra keys or the combination must be provided to the office. Lockers should be kept in proper order. Money and/or other valuables should not be kept in lockers that are unlocked. The school will not be responsible for lost or stolen articles.

#### **TEXTBOOKS**

All textbooks are loaned to the student during the school year. The student is responsible for seeing that the books are kept clean and in good condition. Lost, damaged or destroyed books will be paid for by the student.

#### **SCHOOL DAY**

A school day for the purpose of suspension or eligibility will be defined as a day that academic classes are taught.

#### **STUDENT DISCIPLINE**

The goal of any discipline policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

The Wellston Public Schools, in order to provide quality education for all its students, will not tolerate disruptive acts that would interfere with the learning process or endanger the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in a Wellston School, will be under the supervision of and accountable to school personnel. The supervision will include:

- Going directly to and from school,
- Attendance as a school-sponsored activity at Wellston or involving Wellston Schools (away from Wellston),
- Going to and from a required activity, and
- In-transit time to activities on school transportation.

#### Disruptive or Interfering Behavior

A disruptive or interfering act will be defined as, but not limited to, inciting, encouraging, promoting or participating in activities which interfere with the orderly process of the educational program of the school. The following are examples of behavior that will constitute disruptive activities:

1. Demonstrations
2. Sit-ins
3. Walkouts
4. Blockages
5. Group Violence
6. Disrespect to or disobedience of school personnel
7. Harassment and/or intimidation, verbal or physical, of students or school personnel
8. The use of obscene, lewd or profane language (visual and/or auditory)
9. Fighting
10. Disruptive publications
11. Theft or inappropriate use of personnel or school property
12. Possession or use of drugs, alcohol or weapons
13. Possession or use of tobacco by minors, **including vapor devices**
14. Failure to make a reasonable attempt at assignments

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students.)

## Examples of Specific Activities Which May Result in Discipline

1. Refusal to follow a directive or order, verbal or written, of any principal, teacher, bus driver, or superintendent.
2. Misbehavior at noon.
3. Behavior which, in opinion of a bus driver or sponsor endangers other students riding the bus.
4. Sale, possession, or use of drugs and/or mind or mood altering substances at school or at any school activity.
5. Violence or verbal abuse toward school personnel or to other students at any time.
6. Threats of violence toward school personnel or to other students at any time.
7. Fighting at school, to and from school, or at any school activity.
8. Extortion at any time.
9. Carrying dangerous weapons, or imitations of dangerous weapons, at school, or at a school activity.
10. Refusal to do required assignments.
11. Immorality at school, school activity, or to and from school or such activity.
12. Refusal or failure to follow the published dress code.
13. Behavior in the classroom which interferes with the learning of others.
14. Stealing or defacing school property, school personnel's property, or other student's personal property.
15. Truancy and tardiness.
16. Failure to show respect for school personnel.
17. Cheating on school assignments or tests.
18. Failure to do required assignments.
19. Chewing gum.
20. Use or possession of tobacco on school grounds during school hours, to and from school, or during extracurricular activities, or at the site of a school-sponsored activity for students is prohibited for Wellston students regardless of age.
21. Use of foul language or obscene gestures at school or at a school activity.
22. Reckless driving on campus or on any street adjacent to the campus at any time.
23. Driving cars at noon without permission of the principal.
24. Showing poor sportsmanship at school activities.
25. Disruptive behavior at school activities.
26. Leaving school without checking out through the office of the principal.
27. Wearing hats in the building during the class day.
28. Wearing street shoes on the gym floor.
29. Refusing to go to assemblies directly from the classroom.
30. Loitering, littering between school and town before school, noon, etc.

31. Not waiting until the teacher dismisses the class before leaving a classroom.
32. Not staying in the building once a student has arrived at a school activity.
33. Not parking in assigned parking areas.
34. Loitering in parking areas or inside cars during the school day or any activity.
35. Going home for lunch without note from parent on file.
36. Being out of class during class period time.
37. Failure to take books and supplies to class.
38. Wearing, clothing or buttons with sexually suggestive or obscene words or pictures on them.
39. Wearing shirts, tank tops, or tops that do not come down to the top of the pants, skirt, or shorts worn.
40. Wearing any advertisement or picture interfering with the educational process.
41. Passing notes in class.
42. Bringing any audio, radio, television appliance, tapes or CDs to school without permission.
43. Running or being excessively noisy in the hallway.
44. Public display of affection, other than holding hands.
45. Violating posted classroom rules.
46. Lunchroom misconduct:
  - Examples: Throwing things in the lunchroom.
  - Purposefully making a mess on a table.
  - Cutting in line.
  - Being extremely noisy.
  - Disobedience or rudeness to school personnel.
47. Violating administrative directives or rules.
48. Substance use or abuse.
49. Any other action that is not covered, but warrants attention.

This listing gives examples of some of the infractions that a student might encounter. It is not all inclusive and does not limit either offenses or possible disciplinary actions a student might encounter based on the seriousness of each offense.

Nothing in this discipline explanation shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel and due process in cases which may end in short-term or long-term suspension.

The listing shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. This list is not intended to be a complete listing to all possible offenses but it is a listing of those offenses that we deal with the most often. Additionally,

administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

#### Alternative Punishment

In administering discipline, consideration should be given to alternative methods of punishments to insure that the most effective discipline is administered in each case. In all disciplinary action, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

#### Alternative Methods of Punishment

Conferences with student  
Saturday detention  
Community service  
Advise parent  
Remove from class or group (temporary or permanent)  
Parent conferences  
Detention at noon or after school  
In-school detention  
Financial restitution  
Law enforcement  
Other school agencies  
Short-term suspension for ten (10) days or less  
Long-term suspension for more than ten (10) days  
Restriction of privileges  
Clean or straighten items or facilities damaged  
Change seating assignments  
A behavioral contract written  
Refer to a counselor  
Corporal punishment  
Any other action deemed appropriate

Realize that a steady progression of misconduct without remediation could well lead to removal from the system by suspension---short or long term.

## **PARENT SHADOWING**

Parent shadowing is defined as any amount of time spent at school during normal operating hours where a parent/guardian observes their child interacting at school in any manner. Classroom, lunch, recess, etc.

Parent shadowing will be made available to parents/guardians that request it.

## **STEPS TO PUT PARENT SHADOWING IN PLACE**

### Parent Request

The parent/guardian will request parent shadowing twenty-four (24) hours in advance. If this is not a convenient time for school staff then a mutual time will be decided upon.

1. The parent/guardian will check into the appropriate office and receive a "Visitors Pass."
2. The parent/guardian will refrain from interacting with other students while they are on school property.
3. The parent/guardian will refrain from interacting with the teacher while they are in class with the student.
4. The parent/guardian WILL NOT disrupt the normal operation of any classroom or school while they are on campus.
5. The parent/guardian is at school to observe THEIR child NOT other children. They are there to evaluate THEIR child's behavior and ability NOT the teacher or school.
6. Upon completion of the shadowing the parent/guardian will check out of the SAME office and leave campus.

**THESE STEPS MUST BE FOLLOWED EVERY TIME SHADOWING IS REQUESTED. IF ANY OF THESE STEPS AND RULES ARE NOT FOLLOWED, THEN PARENT SHADOWING WILL NOT BE GRANTED AGAIN. WELLSTON SCHOOLS DO RESERVE THE RIGHT TO REFUSE REPEATED PARENT SHADOWING REQUESTS.**

## **ADMINISTRATIVE REQUEST**

1. Appropriate administrator will contact the parent/guardian.
2. A date will be set by the administrator.
3. Parent shadowing will be used as an option in discipline situations.
4. Rules 2-6 as listed above will be followed by the parent even in the event of administrator request.

### Discipline and Corporal Punishment

Teachers have the right, when necessary, to use corporal punishment. Oklahoma State Law protects this right. When corporal punishment is administered, it must be in the presence of the principal or his/her designee and must not be administered in the presence of other pupils. A witness must be present.

It is expected that all teachers in the Wellston School District will assume the responsibility that teaching discipline and control is part of the classroom responsibility. It is expected that teaching discipline and control is part of the classroom responsibility. It is expected that students will know and expect to behave properly in the classroom and during other school activities. Special effort must be exerted by the principal and the classroom teacher to see that student behavior in the classroom and at other school functions is acceptable. This is only part of the total learning process.

The following steps will be followed by all district personnel when corporal punishment—paddling—is warranted.

1. Every attempt to contact the Parent/Guardian prior to paddling will be made.
2. Explain to student why he/she is being paddled.
3. It is witnessed by the principal or another teacher.
4. No more than three (3) swats will be given, and punishment shall not be given by a teacher or administrator who is angry or upset.
5. A discipline report is filled out and kept on file until the end of the school year.

In the case that the parent does not want their child to be paddled, the parent must provide written notification. Also, the parent must realize that an alternate form of punishment will be used.

### Student Demonstration and Disruptions

Demonstrations, sit-ins, disturbances, or any other action resulting in the disruption of the orderly process of conducting school, will not be tolerated in the Wellston Public Schools. In the event of such an occurrence, the building principal will take the following actions:

1. Make an announcement to the persons creating the disturbance that, “You are in violation of the school board policy. You must return to your classes or vacate the premises. If you do not do this immediately, you will be dealt with under the provisions the law.”
2. Notify the central office and proper legal authorities of the difficulty or potential problem.

3. When possible, assign someone to take pictures or video tapes of participants, especially the leaders.
4. Record voices of participants when it is possible to do so.
5. Obtain a list of names of participants and witnesses.
6. The administrator in charge will request law enforcement officials to take proper steps to return the site to normal operation. Proper legal measures will be taken to bring charges against the violators.
7. School facilities and equipment will be made available to law enforcement officers upon their request.

### **SUSPENSION FROM SCHOOL**

The principal may within the law immediately remove a student from school whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, officials, or damages property. Except in cases of disruption where circumstances make it vital that one or several pupils be removed from school immediately, no pupil will be released by the school without attempting to notify the parents or guardians in person or by telephone.

Students under suspension (in-school detention or out-of-school detention) will be required to make up the work with no "grace period." The student will receive 80% of the grade earned.

**STUDENTS WILL NOT BE ALLOWED TO ATTEND ANY SCHOOL ACTIVITY OR BE ON SCHOOL PROPERTY WHILE UNDER SUSPENSION.**

The procedures for suspension are as follows:

#### **Short-term suspensions (10 days or less) procedures:**

1. Brief the student on the offense, giving the nature of the offense and the intended punishment.
2. Give the student the right to extend his/her defense and tell his/her side of the story.
3. Notify the parent/guardian by telephone (or mail if the parent cannot be reached) that the student is to be suspended, giving a definite commencement and ending date.
4. If the student denies the violation, an explanation of the evidence should be given.
5. Inform the student and parent that the student will have to make up all work, provided during this missed time, prior to returning to school.

6. Inform the parent/guardian and student that the suspended student has a right to appeal the decision of the principal to the administrative committee. The administrative committee will meet within 2 school days of the request. The administrative committee decision is final. A committee representative will then contact the parent/guardian of the decision.

**Long-term suspensions (exceeding ten (10) days) procedures:**

1. Within twenty-four (24) hours, written notice shall be given/mailed to the student and the parent of the reason for the removal from school and the long-term suspension. The written notification will be in the form of a letter that states the reasons for the action and the regulations, or laws that apply to the situation. The facts underlying the situation shall be specified.
2. Suspended students will have the right first to appeal the decision of the principal to the administrative committee. The administrative committee will meet within two school days of the request. A committee representative will then contact the parent/guardian of the decision within two school days.
3. Suspended students then have the right to appeal the decision of the administrative committee to the board of education. The appeal shall be made within three school days of the principal's original notification. The request for an appeal must be in writing to the superintendent.
4. The superintendent shall provide written notice to the parents within three days of receipt of the request for a hearing. The notice shall give a date, time and place for a hearing on the suspension before the board. At such hearing the student and the student's parents shall be given an opportunity to be present. At such hearing, the following will be provided:
  - a. The parents may request that the hearing be conducted in executive or closed session.
  - b. The student shall have the right to be represented by legal counsel or adult representation.
  - c. Statements in support of the charges against the student upon which the hearing is conducted.
  - d. Statements by the student and others in defense of the charges and/or in mitigation or explanation of the student's conduct.
  - e. Opportunity by the student to present witnesses or evidence in his or her behalf and to cross-examine all opposing witnesses.
  - f. Any action by the board will be done in open session.

5. Within twenty-four (24) hours after the hearing, a letter shall be sent to the parents and student which shall include the board's decision.
6. A written record shall be made demonstrating that the decision was based on evidence presented.
7. Inform the student and parent that the student will have to make up all work missed prior to returning to school. The student will receive 80% of the grades earned in each class every day that he/she is suspended.

**Length of long-term suspension:** Students may be suspended by the principal for more than a calendar year. Suspensions occurring during the spring semester extend into the succeeding fall semester of the next school year.

**Minor offenses:** Minor offenses by students may not require suspension, but may require a conference with the parent or guardian. The student will not be sent home but in some cases will be asked to remain in the administrative office pending a conference with the parent or guardian. Students are never to be sent home without attempting to notify the parent or guardian, unless the student's presence in school presents a threat to the school atmosphere.

## **STUDENT CONDUCT**

Wellston Public Schools, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the learning process or endanger the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in a Wellston School, will be under the supervision of and accountable to school personnel.

## **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have items which may be hazardous to the safety of others, or which interfere, in some way, with school procedure. Such items will be taken from the student and disciplinary action may result. Such items may include pocket knives, etc. The use of appropriate CD's, tapes and headphones on activity trips can be excused from this policy WITH the permission of the sponsor. Wellston Schools WILL NOT be responsible for lost items.

### **Electronic Communication Devices**

According to state law, electronic communication devices are now allowed to be on school campuses, in the possession of students. However, students WILL NOT be allowed to use these devices during the school day unless it is for instructional purposes and supervised by the teacher. The only exception to this rule is during breakfast, lunch, and

breaks or an extreme emergency (that the faculty/administration knows about in advance). The device should not be visible during class time or assemblies. Failure to follow these guidelines could result in the loss of this privilege.

## **DRESS CODE**

We want students to be dressed and groomed appropriately for the occasion. Because of different interpretations of what is or is not appropriate, we reserve the right to ask anyone whose appearance is disruptive or takes away from their learning process, to make the necessary adjustments or they will be sent home to change. Students will be expected to dress properly at school and all extra-curricular activities.

Shorts that are mid-thigh in length (or longer) will be allowed. Tight shorts, boxer shorts, cut-off jeans that are raveled, or gym shorts are prohibited for classroom/school wear. Biking shorts (spandex) or similar snug fitting shorts or pants may be worn under loose fitting clothes. **NOTE: IF ABUSED THIS PRIVILEGE WILL BE REVOKED. Holes in jeans or shorts must be mid-thigh or lower.**

Short skirts, thin-strapped blouses or dresses, halter tops, half shirts, tank tops (top must be at least two fingers wide), mesh shirts, shirts with large arm opening (where chest, back or side is exposed), house shoes, etc., are not to be worn.

Sagging will not be permitted. Hats/caps or sunglasses are not to be worn in buildings during the school day. Clothes with offensive language or pictures are prohibited.

Realizing that we are in the 21<sup>st</sup> century, there are still clothing and words either written or spoken that are not appropriate at school. There are expression-words that are heard on television and in society that are not acceptable at school.

Clothing that is suggestive in nature, uses expressions that make improper reference to body parts, makes reference to state of undress or contains fighting words or expressions are inappropriate at school or school activities.

THE PRINCIPAL WILL HAVE THE FINAL SAY AS TO THE APPROPRIATENESS OF ANY WRITING ON CLOTHING. FURTHERMORE, THE ADMINISTRATOR WILL HAVE THE FINAL SAY ON ANY ISSUE THAT IS DRESS CODE RELATED.

## **WELLSTON PUBLIC SCHOOL BULLYING POLICY**

### **HARRASSMENT, INTIMIDATION AND BULLYING PROHIBITED**

“Harassment intimidation and bullying,” as defined by Oklahoma Statutes at 70 O.S. 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. **This is to include cyber-bullying. Cyber-bullying is any bullying done through the use of technology. Cyber bullying includes, but is not limited to, abuse using email, instant messaging, text messaging, websites, social networking sites, digital images, etc.**

“Harassment, intimidation and bullying” include, but are not limited to a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. **Bullying involves an imbalance of power, aggression, and a negative action that is often repeated.**

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation and bullying are specifically prohibited by the WELLSTON SCHOOL DISTRICT. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. 24-100.

### **GANG ACTIVITY**

It is the policy of the Wellston School District that membership in secret fraternities or sororities is prohibited. Membership in other clubs or gangs not sponsored by established agencies or organization 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 uses of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or a 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, present a clear and present danger to the school environment and educational objectives of the community and

are forbidden. 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.

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.

### **SUBSTANCE ABUSE**

The Wellston Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Wellston Public School District, has adopted a policy for drug testing of students participating in extracurricular activities. The drug testing policy is a separate document and accessible on the school web site.

The Wellston Board of Education feels that the abuse of any substance, not just those substances listed as controlled dangerous substances, by a student is inappropriate at school or at any school activity. The Board, therefore, establishes the following definitions, regulations, minimum and maximum punishments, etc. for the use of the Administration in cases concerning substance abuse by students.

#### **Definitions:**

1. Substance: Any chemical compound, chemical mixture, or any organic compound.
2. Abuse: The use, possession, or handling of any substance in a manner other than that prescribed by the manufacturer. The use, possession, or handling of any substance designed to be used as an inhalant except under the supervision of a teacher or administrator. The use, possession, or handling of any substance that is restricted (prescriptions) except under the supervision of a teacher or administrator.

#### **Minimum Punishment:**

1. Fifteen (15) days suspension.
2. Not allowed to attend any school activity, function or be on school property while under suspension.
3. Must receive professional substance abuse counseling at the parent's expense.
4. Will be ineligible to participate in any extra-curricular activities for forty-five (45) school days from the beginning of the suspension.

Maximum Punishment:

1. Suspension for the remainder of the current semester and the next succeeding semester.
2. Must receive professional substance abuse counseling at the expense of the parent.
3. Will not be allowed to attend any school activity, function, or be on school property while under suspension.
4. Will be ineligible to participate in any extra-curricular activities while under suspension.

Regulation:

1. A student will automatically receive the maximum punishment upon the commission of a second offense.
2. A student will automatically receive the maximum punishment if he/she invites, suggests, or entices another student to participate in substance abuse.
3. Any student found guilty of substance abuse as defined in this policy will receive no less than the minimum punishment as set forth in this policy.

The Wellston Board of Education realizes that the punishments set forth in this policy are severe. The Board feels that the severity of the punishment is mild when compared to the problems that may be created by experimentation or involvement with any substances in an inappropriate manner.

This policy does not change or negate the policies concerning controlled dangerous substances, intoxicating or non-intoxicating beverages, or the use or possession of tobacco.

**TOBACCO and VAPE PRODUCTS**

State law prohibits anyone less than 18 years of age from possessing any form of tobacco, including smokeless tobacco, or any vape products. Possession of cigarettes, smokeless tobacco, or vape products and/or use will not be permitted on school property or at any school activities that involve Wellston students. The products will be confiscated and disciplinary action will occur.

**DANGEROUS WEAPONS**

It is unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body for any public or private school, to have in his possession on any public or private school property or while in any school bus or vehicle used by any school transportation or students or teacher any item considered a dangerous weapon. (O.S. 21-1280.1)

“School property” means any publicly or privately owned property held for purposes of elementary, secondary or vocational-technical education. (O.S. 21-1280)

It will be unlawful for any person to carry or have in their possession any type of fire arm, revolver (or replica), dagger, Bowie knife, dirk knife, switchblade knife, spring-type knife, sword, knife having a blade which opens automatically by hand pressure applied on 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. (O.S. 21-1272)

Any pupil found to be in possession of dangerous weapons will be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Also, any pupil found to have brought a gun to school may be suspended for a calendar year or more. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section. (O.S. 70-24-102)

## **VISITORS**

Visitors must check in through the principal’s office. Students will not be allowed to interrupt class to deliver notes, messages and other communications except with a permission note from the office of the principal.

Students will not be allowed to bring visitors to school.

Parents are cordially invited to visit the school at any time, they should check in at the appropriate office BEFORE moving down the hall to see an administrator, teacher, or student. Should questions or misunderstandings arise, parents are urged to contact the teachers and the administration in order that a better understanding and cooperative solution can be reached.

The superintendent or principal of any school shall have the authority to order any person out of school of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

Reference 70 O.S. 24-131 and 21 O.S. 1375, 1376

## **PARENT AND VISITOR CONDUCT**

The education of our students is a collaborative effort between Wellston Public Schools, Parents/Guardians, and other interested parties. A part of the educational process is teaching our students how to conduct themselves at ALL times. This includes extra-curricular activities as well as normal school visits. With this in mind, it is imperative that the parents/guardians, visitors, and other interested parties set a good example for the students to see and follow. Proper conduct is required by everyone at all functions of Wellston Public Schools. Parents/guardians and other interested parties need to be a POSITIVE role model for our students.

**AGGRAVATED ASSAULT AND BATTERY OF ANY EMPLOYEE OF THE SCHOOL OR AGENT OF THE SCHOOL (i.e. REFEREE, JUDGE, OFFICIAL, ETC.) IS A FELONY. THIS IS IN ACCORDANCE TO OKLAHOMA STATE LAW TITLE 21-1041. PUNISHABLE BY FINE AND/OR IMPRISONMENT.**

## **WEATHER-NO SCHOOL**

When inclement weather causes the school to close, an announcement will be made on the following radio and television stations:

KWTV TELEVISION CHANNEL 9  
KFOR TELEVISION CHANNEL 4  
KOCO TELEVISION CHANNEL 5  
KOKH TELEVISION CHANNEL 25

## **STUDENT WITHDRAWAL FROM SCHOOL**

If a student is withdrawing from Wellston Public Schools, it is necessary for the parent to call the office or send a note to the office the next to the last day of attendance. All textbooks, library books, etc..., belonging to Wellston Public Schools must be returned and all fees paid.

## **SCHOOL INSURANCE**

Insurance can be purchased by parents/guardians for students attending Wellston Public Schools. When available to the school, packets of information will be provided to students. This coverage is optional.

## **INJURY OR ILLNESS DURING THE DAY**

In case of an illness or injury, the student should report to the person in charge. Our first attempt will be to contact the parent/guardian. There should be a business phone and emergency number listed on every enrollment card. If this changes at any time, please notify the school.

## **FIRE AND STORM ALARM**

The **FIRE ALARM** signal will be a continuous ringing bell with no breaks.

1. Specific instructions are to be posted in each classroom and be reviewed with all students.
2. When outside, students should move to at least 100 feet from the building.
3. Students should not return to the building until they have been instructed to do so by the all clear signal.

The **STORM DRILL** signal will be the emergency management siren.

1. Specific instructions are to be posted in each classroom and to be reviewed with all students.
2. When in the underground building students should stay in their designated areas.
3. Students should not return to class until the all clear signal is given.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (34 CFR Part 99), you as a parent of a currently enrolled student at Wellston Public Schools (or as an eligible student of 18 years of age) have the right to:

1. Impact and review your child's educational records.
2. Request the amendment of your child's educational records that ensure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in your child's educational records, except to the extent that the Act and its regulations authorized disclosure without consent.
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act.
5. Obtain a copy of the district's policies adopted under the Act. Copies of these policies are located in the superintendent's office at Wellston Public School.
6. Have an explanation of these policies in your own language if it is other than English.
7. The identification, location, and evaluation activities under Child Find are included in the Family Educational Rights and Privacy Act.

## **PROMOTION POLICY**

### **ELEMENTARY**

At Wellston Public Schools, we pursue education excellence for all students. We recognize that students, faculty, staff, and parents share responsibilities for learning in a safe and developmentally sound environment. The Districts promotion policy requires students, and parents/guardians to closely monitor progress and work together to ensure academic success. Students will be promoted regularly from grade to grade upon meeting the state’s promotion requirements for the appropriate grade level and by obtaining a teacher recommendation at the end of the school year. Should there be sufficient reason to keep a child in a grade for another school year, the parents will be notified. Special consideration for developmental-level subject content also will be given.

Kindergarten—Students must accomplish items on the Kindergarten Progress Report and the teacher must determine if the child is developmentally appropriate.

First grade—Students must show mastery of reading and math skills as defined by the Oklahoma P.A.S.S. standards.

Second, Third, Fourth, and Fifth grades--Students must pass four of the six following subjects: reading, math, English, spelling, science, and social studies to advance to the next grade.

Third grade—Passage of Senate Bill 346 (70 O.S. Supp. 2010, Section 1210.508C) requires all third grade students to pass an Oklahoma State Education Board approved reading assessment before being promoted to the fourth grade.

### **MIDDLE SCHOOL**

A Middle School student shall pass the entire school year, using a cumulative grade. The subjects that will be looked at are the “Core” classes, Math, English, Social Studies and Science. The student’s grade will be figured from the first day of school until the last. A student could pass one semester and fail one semester and still pass the year if the cumulative grade is sixty (60) percent or above. If sixty (60) percent is not reached, the student will have to repeat and pass first semester of that subject the following year. If the student fails both semesters, they will repeat and pass the first semester of the subject the next year. If the student does not pass the semester that is repeated, they will have to take and pass the second semester. The student can also take and pass “summer school” at their expense to meet this requirement.

If the student fails three or more subjects with a cumulative grade less than sixty (60) percent, they will repeat the entire grade the next year. The student must pass at least five (5) subjects for the entire school year to be promoted to the next grade.

Example:

1<sup>st</sup> Semester.....70%

2<sup>nd</sup> Semester....50%

Cumulative grade.....60%---Student passes.

1<sup>st</sup> Semester.....70%

2<sup>nd</sup> Semester....40%

Cumulative grade...55%---Student fails and must repeat and pass 1<sup>st</sup> Semester of core class.

### **WELLSTON SCHOOLS CONCURRENT ENROLLMENT**

The concurrent enrollment program allows students to enroll in college courses. A student taking concurrent classes must meet the concurrent college entrance requirements and must have prior approval from the high school counselor and principal. The student is responsible for all fees, books, and any tuition costs or additional lab fees. Specific information regarding the concurrent program is available in the counselor's office of the high school.

Concurrent enrollment courses will be recorded on the students' high school transcripts as either academic or elective credit. Students shall receive high school academic credit if the concurrent course content and objectives align to the state academic content standards taught through the course provided by the school district. If the concurrent course does not align to the state academic content standards, students shall receive elective credit. Grades earned and transcribed as a result of concurrent enrollment will be included in determining a student's official grade point average. The weighted 4.0 grading scale will apply for concurrent course credit only. Students will be enrolled in the college class and a Critical Thinking class to meet the time requirements for the concurrent classes. Students will earn the same grade for Critical Thinking and the concurrent class. The grade for the concurrent class will be weighted while the grade for the Critical Thinking class will not be weighted.

The student has the responsibility of notifying the college and the high school counselor when he/she drops or stops attending the concurrent college course. Students attending concurrent classes on an actual college campus must provide documentation midway through the semester that they are still enrolled. A request for verification can be made by the counselor or principal at any time.

To meet Oklahoma State education accreditation requirements of students attending school for a minimum of six hours a day, students who drop any concurrent course within the first twenty (20) days

of the semester will enroll in a Wellston High School course for full credit, either in a traditional classroom or an online course used by the virtual students for the semester. A student that drops a college course after 20 days can be assigned a semester course in the online learning system of Wellston Schools.

Students who are enrolled in concurrent enrollment classes which are held on campus must adhere to Wellston school policies, guidelines, and procedures while attending college courses. If a concurrent enrollment student needs to report a conflict with a university instructor, he/she should contact the university and notify the high school counselor.

If a student should take any summer concurrent class, he/she must meet the concurrent college entrance requirements and is responsible for all fees, and any tuition costs or additional lab fees. Summer classes can be included on the student's transcript at the request of the parent/student. The parent/student must provide a summer transcript from the college to accomplish this.

#### **PROMOTION BASED PROFICIENCY TESTING**

The board of education will comply with all laws and State Department of Education regulations concerning promotion options based on attainment of desired levels of competencies. Therefore, based on tests pursuant to Section 1210.508 and State Board of Education regulations, a student may attain high school graduation regardless of course credits earned.

This board will provide opportunities of proficiency-based promotion and will disseminate materials explaining the opportunities available to students and parents each year. Proficiency exams are administered twice each year, generally in August and December. Students must score at least a 90 and meet any other course requirements in order to "CLEP" a course. All course content will be centered on the Oklahoma Academic Standards.

Students who pass a college CLEP test for a course before taking the course will receive the grade of an "A" for that test along with the appropriate course credit for the test. This information will be placed on the student's transcript according to provisions of 210:35-27-2 and 210:35-27-3.

Students who fail a course may retake a course. Students who retake a course lose eligibility to qualify for valedictorian or salutatorian honors.

Reference: State Board of Education, Standards for Accreditation of Oklahoma Schools, 1998, pp. 163 and 180.

## **EARLY GRADUATION**

Beginning with the 2005-2006 school year, Wellston students will be given the opportunity to graduate early with honors at the end of the fall semester of their senior year. They must meet the local 24 credit graduation requirements. Credit requirements can consist of regular class work, approved concurrent enrollment, approved correspondence, and approved internet class work, or proficiency based promotion.

To graduate early, students must meet with the counselor during their junior year and complete an application for early graduation, complete a plan on how to obtain the required credits for graduation, and take the ACT test. If students meet all graduation requirements by the end of the semester, the GPA will be calculated for honors at that time. These students will participate in the Spring (May) graduation ceremonies.

## **NOTICE OF NON-DISCRIMINATION**

The Wellston Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Coordinator for Section 504/Title II (for questions or concerns involving students, patrons, employees and other adults)

Coordinator for for Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex), and Age Act (for questions or complaints based on age)

Dwayne Danker  
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Wellston, OK 74881  
(405)356-2534