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**Waurika Middle/High School**  
**600 E. Florida**  
**Waurika, OK 73573**

**Contact Numbers:**

Contact for Student Attendance: Barbara Wade 580-228-2341  
 Report Transportation Problems: Building Principal 580-228-2341  
 Report Emergencies during Football Events: 580-228-3120  
 MS/HS Principal Office: 580-228-2341  
 Judy Latimer, Counselor: 580-228-2341  
 Athletic Information: 580-228-2341  
**School Fax 580-228-3428**

**School Calendar 2011-12**

Teachers In-service . . . . . August 8, 9, 10  
 School starts . . . . . August 11  
 Labor Day (No School) . . . . . September 5  
 Parent Teacher Conference . . . . . October 19& 20  
 Begin Second 9 Weeks . . . . . October 20  
 Fall Break (No School) . . . . . October 21 & 24  
 Thanksgiving Vacation . . . . . November 23-25  
 End of First Semester-Dismiss at 2:00 . . . . . December 16  
 Christmas Vacation . . . . . December 19 - 30  
 Second Semester Begins . . . . . January 2  
 Professional Day . . . . . January 16  
 Parent Teacher Conferences . . . . . February 16 & 17  
 Professional Day . . . . . February 20  
 Begin Fourth Nine Weeks . . . . . March 12  
 Spring Break . . . . . March 19 - 23  
 Holiday . . . . . April 6  
 Snow Days . . . . . May 4 & 11  
 (No school if snow days are not needed)  
 Last day of school . . . . . May 17

### School Day Arrival Time

It is the responsibility of students not riding the buses to arrive at school on time. Students arriving late (tardy) to school will be dealt with according to Tardy Policy. **Students should not arrive before 7:40 a.m.** unless attending Career Tech or Special School Activities. Students in the building should remain in the Multi-purpose Room or the area between the Middle and High School buildings until the first bell sounds. Students who have athletics may go to their respective areas earlier if coaches are present. Students may not leave campus after their arrival in the morning. Students are not allowed to loiter in their vehicles.

### Class Schedule

First Period .....	8:10 – 9:00 a.m.
Second Period .....	9:05 – 9:55 a.m.
Third Period .....	10:00 – 10:50 a.m.
Fourth Period .....	10:55 – 11:45 a.m.
Lunch grades 6-8.....	11:20 – 11:45 a.m.
Lunch grades 9-12.....	11:45 – 12:20 p.m.
Fifth Period .....	12:25 – 1:15 p.m.
Sixth Period .....	1:20 – 2:10 p.m.
Seventh Period .....	2:15 – 3:05 p.m.

### Career-Tech Schedule

A.M. Students leave school at 7:25 a.m. each morning.

P.M. Students leave school at 11:25 a.m. and return by approximately 3:30 p.m.

Career-Tech students are required to utilize district provided transportation.

School Dismissal--Classes are held according to the yearly calendar, if inclement weather necessitates the closing of school, an announcement will be made over the following stations: TV Channel 7.

**Parents are urged to listen to this station rather than calling the school.**

**Waurika Student Handbook. All students are responsible for the information and regulations included in this handbook and are subject to the rules and regulations set forth by the Waurika School Board, Oklahoma State Department of Education, and the Oklahoma Secondary School Association. All personnel hired by the Waurika Board of Education are authorized to enforce these rules and regulations.**

## **Enrollment Requirements**

To gain admission to Waurika Public Schools, a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian (supported by appropriate court documentation) and be willing to abide by the rules and guidelines of the school as maintained by the Waurika Board of Education. Students will not be allowed to enroll if they were suspended, or expelled from their previous school or are on disciplinary sanctions from their previous school. Students will not be allowed to enroll if they have pending legal charges, or are currently serving a sentence either from the juvenile or from criminal courts.

## **Discipline Policy**

Education of students requires careful consideration of each child's physical, intellectual, social and economic well-being. Education requires the mastery of learning skills and subject matter, therefore, the development of favorable attitudes, proper conduct and ideals are essential. Each student has the right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides many opportunities to acquire knowledge and skills commensurate with his or her maturity, interest, 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 recognized as being inappropriate and unacceptable at school, on school property and within the jurisdiction of the school district.

The Waurika Middle/High Schools **will discipline any student for any cause** that disrupts the authority, dignity, or order of school or is inconsistent with the health, safety, welfare or legitimate educational purpose of other students. Improper behavior will be dealt with in accordance with School Board Policy, which may include the following: Teacher/Student Conference; Teacher/Student/Parent Conference; Teacher/Student/Parent/Principal Conference; Detention; Corporal Punishment; In-School Detention; Out-of-School Suspension; or Expulsion. All disciplinary decisions regarding discipline options are at the discretion of the administration and may be modified without notice at anytime when it is determined that it is in the best interest for the school, the student, and per the circumstances of the situation.

**DETENTION** - Detention is an alternative form of discipline for not following the rules of the handbook and Waurika Public Schools. Detention may be in school or after school.

Detention will run from 3:05-4:00 p.m. Students will be released at 4:00 pm and are required to leave the campus immediately. No school transportation will be provided to transport students in detention to their residence.

### **Reasons for Detention**

1. Excessive tardies.
2. Skipping class.
3. No show for other punishment.
4. Public Display of Affection.
5. Inappropriate behavior at school event.
6. Illegal or improper parking or driving on school property, or during the school day.
7. Disruption in halls, restrooms, multipurpose room, or on school grounds.
8. Inappropriate dress.
9. Violation of electronic device prohibition.
10. Work not turned in or completed on time.

### **Detention Rules**

1. Remain in assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments. The detention teacher will give additional assignments if the student completes the regular teacher's assignments and has no other school assignments.
5. Students will take drink/restroom breaks as directed by the detention teacher that prohibits contact with students in the regular educational setting.
6. No electronic devices allowed in detention room.
7. No outside food or drink, water is permissible.

### **Failure to follow detention rules.**

1. First offense—In School Detention
2. Second offense—Saturday School or In School Detention
3. Third offense—Short-term suspension.
4. Fourth offense—Short term suspension.
5. Fifth offense—Long-term suspension.

### **Saturday School**

**Saturday school will be held from 8:00 a.m. to 12:00 noon on Saturday.**

Students may be required to attend for disciplinary reasons, to make up missed work, or to make up for excessive absences.

Failure to attend a scheduled Saturday school may result in more days assigned or suspension. Tardiness or misbehavior will result in more days assigned or suspension.

Students are required to work on school related assignments during the time they are in Saturday school. If a student does not bring work, assignments will be issued. Students are required to bring all proper supplies upon entering Saturday school and will not be allowed to go to lockers, etc without permission of the Saturday school instructor.

### **Grievance Procedure for Students and Parents**

(1) If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal.

(2) If the issue involves another student or other school personnel, the parties will address the issue with the principal.

(3) If the issue is not resolved, the parties will bring the issue before the superintendent.

(4) If the issue is not resolved the parties may file for a hearing with the board of education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

### **Insubordination**

A student found to be disobedient to the authority of school personnel, and/or failing to follow the directive of the personnel as determined by the principal, shall be subject to the following discipline:

1st OFFENSE: Detention or corporal punishment

SUBSEQUENT OFFENSES: Out of school suspension per the circumstances.

### **Absences and Tardies**

2 Tardies per class = 1 absence.

### **Definition of Tardy**

A student is tardy if the student is not in the assigned room area with materials and books needed (as determined by the teacher) when the tardy bell rings.

*A student late for any class will have that tardy recorded by the teacher and reported to the office by the end of that class period.*

If a student is not at school, or participating in a school sponsored, chaperoned event, and **prior notification was approved by the principal** in writing, they **are considered absent**. Parents and guardians should contact school authorities prior to absences to determine if an absence may be excused.

*A student who is absent without valid excuse may be reported to the Waurika Police Department and/or the Jefferson County Sheriff's Department and an officer may be dispatched to the residence of record of the student. Repeat offenders may be reported to the Jefferson County District Attorney. Violations of the Oklahoma Truancy Laws may result in citations, and in every instance the Department of Human Services will be notified of the name of any student who is absent over twenty percent (20%) of the semester. (70 O.S. 24-120*

### **Checking Out of School**

All students must check out thru the office before they leave the school. High school (9th thru 12th) students who drive may leave only during their designated lunch period without checking and signing out through the office. High school students, who transport 6, 7, or 8th graders off campus, **may have their open campus privileges revoked and their driving privileges revoked. In addition the following may occur:**

1st offense-Detention

Subsequent offense-Saturday School

### **Closed campus—6, 7, 8 grade is closed campus.**

6, 7, and 8th grade students may not leave campus unless checked out by a parent or guardian.

### **Activity Attendance Policy**

The Waurika Board of Education endorses the concept of students being in the classroom with a minimum loss of time for activities. The Board, however, recognizes that extracurricular activities, when properly planned, regulated and conducted in an appropriate environment, represent an essential part of the educational experience in the Waurika Public School District.

The official policy of the Waurika Board of Education shall be as follows:

A. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year.

Excluded from this number are school-sponsored contests at the district, state, and national levels. State and national contests are those for which a student must earn the right to compete.

B. The superintendent shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten days absence rule shall not exceed five days.

C. The school district shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to regulation (A) of this subsection.

**Loss of School Time Procedure:**

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

- School activity: These are extracurricular or co-curricular activities, whether sponsored by the school or outside agency, which removes the student from class more than 15 minutes of a class period.
- The total number of student activity absences allowed from any one class period, without permission from the Internal Activity Review Committee and approved by the local board of education shall be ten.
- A student may apply for additional days after he/she has missed seven (7) days.
- A student must have a letter grade of “C” or better in the subject he/she wants to miss.

*The criterion for continuing beyond the ten day absence limit shall be as follows:*

- The student must have an overall 2.5 grade point average with no grade lower than a “C” at the time of the request and maintains an acceptable pattern of behavior within and outside the classroom and maintains 90% attendance.
- Before a student is given permission to be absent beyond the ten day limit, even though he/she has a “C” or better, his/her record must show that his/her grade was not adversely affected by the previous ten days of absence and he/she has turned in all required work missed on previous days out.

*The policy has a maximum number of five (5) additional absences to be allowed per student.*

**Activities excluded from the ten day rule are:**

- a. All activities sponsored by OSSAA elimination rounds (district, regional, area, and state playoffs).
- b. All district, regional, state and national conventions with administration approval
- c. Leadership training activities approved by the administration
- d. FFA/4-H
  - i. District and State livestock shows
  - ii. Chapter Officers Leadership conference
  - iii. State or National FFA Convention
  - iv. District or State interscholastic contest
- e. FCCLA
  - i. One fall leadership conference
  - ii. District, Regional and State FCCLA conference
  - iii. National FCCLA Cluster meeting
  - iv. State Officer Interviews
  - v. State FCCLA Convention
- f. Activities designed to promote volunteerism in our community with administration approval.
- g. Two senior days to visit colleges or universities.
- h. Music contests
- i. Serving as a senate or house of representative page.
- j. Field trips that are a continuation of learning in the classroom with administration approval.
- k. Travel time

*Students may request in writing to the Internal Activity Review Committee additional days, up to five (5). The site administrator will recommend to the committee approval or denial of request based upon criteria stated previously in this policy.*

**Announcements**

Announcements will be made over the public address system once per day except in special situations. The PLEDGE OF ALLEGIANCE to the American and Oklahoma flag will be given prior to the day's announcements.

All materials for distribution or display on Waurika Public School property must be approved by the principal or designee. Petitions may not be circulated without the approval of the principal. All messages to students must be delivered to the office. The student will be given the message at the

earliest opportunity that is least disruptive to the educational setting. Student or personnel publications, or letters sent home to parents or guardians that represent the district are to be submitted to the principal for review for accuracy and compliance with the district policies before publication.

### **Emergency Drills**

Fire and Disaster--Emergency drills will be conducted in an orderly manner. Student or faculty may not be notified in advance of such drills. Please be aware of emergency procedures.

**TORNADO ALARM** – The signal for a tornado alarm will be three short bursts of bell or the tornado tone from the PA system. Announcements may precede this warning. Diagrams and evacuation routes are posted in each classroom detailing evacuation procedure.

In addition, an alternative announcement may follow over the public address system where available.

**FIRE ALARM** -- The signal for a fire alarm will be the fire tone generated by the PA system. An announcement may precede this tone. Diagrams and evacuation routes are posted in each classroom detailing evacuation procedure.

### **Emergency Procedures**

The Principal will provide for and carry out fire and disaster drills. Two drills per semester will be held during the school term. When fire drills are staged every staff member and student must leave the building. Certain staff members are designated to check the restrooms. During drills, teachers will take their grade book with them for the purposes of checking roll. During fire drills teachers and students should move quickly and quietly to assigned areas outside the building. During tornado/storm drills, teachers and students should move quickly and quietly to the gymnasium dressing rooms. School maps showing room exit routes are posted in each classroom.

### **Visitors**

In order to provide the students with reasonable opportunities to study and learn, school room visitation will be limited to only visitation by parents of students or by persons whom teachers may contact to provide for the enrichment of their class, as approved by the principal. Parents who need to visit a classroom or other school facility must obtain permission from the Principal's Office. **No visitation during school hours will be permitted by students from other schools. No student will be permitted to visit another student's classroom**

**during the normal school day, nor visit the student on school grounds during the time before school, noon, or immediately after school.**

All visitors must report to the Principal's Office. Parents or other designated adults wishing to check out a student before dismissal of school will pick up the student at the Principal's Office. Parents should contact the Principal's office prior to picking up their student.

### **Assemblies**

Students must attend assemblies for which they are dismissed. Students will sit in assigned locations/group. All students will exhibit good behavior and manners at all events. Students who are disruptive or fail to attend assemblies without permission will be subject to the following:

1st offense- Detention or corporal punishment

Subsequent offenses-Saturday School

### **Bus Transportation**

Students participating in a school sponsored activity off-campus must ride to and from the activity on transportation provided by the school. Exceptions may be made for students who ride with their parents upon sponsor approval.

School bus transportation is a privilege afforded to students. Students, who do not abide by the driver's rules, are subject to removal from the bus route. The length of the suspension from bus rider privileges will be for a minimum of one week. In addition, infractions which threaten the safety of the passengers will be subject to additional disciplinary action.

### **Cafeteria Rules**

Meal charges are not allowed for more than two weeks. Lunch room privileges may be terminated for anyone two weeks delinquent on payment of meal charges. Cafeteria privileges may also be terminated for anyone exhibiting disruptive behavior or not keeping eating areas clean.

### **Concurrent Enrollment Regulations**

Waurika High School Juniors and Seniors who meet the requirements set forth in the Rules of the Oklahoma State Board of Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all Seniors for up to 6 semester

hours and to Juniors who meet specific requirements. Students are responsible for all other costs which may include fees, books, parking permit, student ID, and any other associated costs. Any student interested in Concurrent Enrollment should contact their high school counselor.

In order to enroll concurrently in college coursework, students must meet the following requirements:

- **Seniors:** ACT composite score of 20 or higher OR 3.0 GPA AND rank in the top 50% of high school graduating class.
- **Juniors:** ACT composite score of 23 or higher OR 3.5 GPA. Students will only be able to enroll in a combined number of high school and college courses not to exceed 19 hours (one high school course will be considered equal to 3 semester hours of college work.) Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.) Concurrently enrolled students will receive 1 unit for each 3 semester hour college course passed.

### **Dress Code**

Students at Waurika High School are expected to dress and groom appropriately for the school setting. Clothing and accessories or hair styles that are disruptive to the educational environment or create a risk of health and safety to any person are prohibited at school or school activities.

Disallowed clothing includes, but is not limited to the following: clothing that reveals the midriff, inappropriately exposes other areas of the body or undergarments; caps/hats (indoors); clothing, accessories, hair styles that infer (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols, saggy or baggy pants; inappropriate moral conduct; nudity; obscenity; profanity; any form of violence; shorts that are above mid thigh; cut off shorts; spaghetti straps on dresses or blouses; tank tops; (width of shoulder strap is irrelevant) or weapons. Baggy pants or shorts with rips or holes, exposing undergarments or skin are not allowed.

Hats are allowed at sporting events and outside activities. Hats are not to be worn inside school building except on special occasions approved in advance by the principal.

**Dress code applies during school and applies to any activity or event related to Waurika school. This includes ball games, track meets, dances, graduation, prom, FFA contests, FCCLA contests, 4-H contests, interscholastic and academic contests, and any other activity which is sponsored in wholly or in part or located on Waurika Public Schools.**

**BODY PIERCING: EXPOSED BODY PIERCING IS LIMITED TO THE EARS.**

Failure to abide by dress code

1st offense- Detention or corporal punishment

Subsequent offenses-Saturday School

### **Electronic Devices**

Electronic telecommunication or "IPOD" type devices are prohibited at school.

1st OFFENSE: Item will be confiscated.

2nd OFFENSE: Item may be held and only released to parent.

### **Athletic Competitions, Events, Contests, Programs, Extra-Curricular Trips, Field Trips**

Students will follow the same behavior guidelines at these activities as required during the school day. Students, who violate any rule of sportsmanship, or any other infraction involving behavior or discipline, will be subject to appropriate disciplinary actions. This may include removal from school property, parent notification, law enforcement notification, barred from attending out of school activities, or other appropriate disciplinary measures. Students will not be allowed to drive personal vehicles to any of the above except with prior administrative permission.

### **Grades**

**No grade above 100 points shall be given for a 9 weeks grade.** Each 9 weeks grade is final; however, it may be reviewed (for accuracy) and revised if an appeal is submitted in writing to the administration within ten (10) days of receiving the grade. All incomplete grades must be completed during the first week of the following semester. All grades shall be calculated to the nearest one-hundredth place. (Ex: 3.99) GPA's will be calculated using the 4 point letter grade scale below for honors (Honor rolls and societies, valedictorian/salutatorian.) Numerical grades will be used for class rankings and graduation

purposes. Daily work and tests equal 80% of grade and midterm and final test equals 20% of grade.

**Grading Scale**

A=90 - 100

B=80 - 89

C=70 - 79

D=60 - 69

(All grades shall be calculated to the one-hundredth place. Grades may be rounded up if the first decimal is 5 or greater. Example 89.50 = 90)

**Student Classification**

Freshman 0-6.5 credits

Sophomore 7.0-13.5 credits

Junior 14-19.5 credits

Senior 20.0 + credits

26 Credits=High School Graduate

**Homework Policy**

Student homework assignments may be given per the teacher's classroom policy. Students will be allowed a minimum of a "day-for-a-day" to turn in homework when the student has been absent from school with permission. (Ex: A student who is absent for 2 school days due to an excused absence has 2 school days to turn in assignments for the classes missed.) Students absent without permission or approved documentation may not be allowed to receive credit for work completed or missing. Individual teachers are allowed to set their own policy concerning credit for late papers, past deadlines, etc. where an excused absence is not involved.

**Cheating/Plagiarism**

NO CREDIT will be given for any work resulting from the cheating/plagiarism of the student and any student who assisted the student to cheat or plagiarize.

1st OFFENSE: Detention or corporal punishment, plus no credit given for assignment.

SUBSEQUENT OFFENSES: Saturday School.

**College Days**

Members of the senior class will receive two college days per year with prior approval from the Counselor's Office to visit college campuses. Written proof

from a college or university official will be required upon the student's return to school in order for the absence to be excused.

### **Internet and Other Computer Network Access**

The purpose of providing internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

### **Lockers**

Student lockers are the property of the school and are only assigned to the student for the storage of school and personal property for the convenience of the student. State law allows for school authorities to search lockers at any time, even without a search warrant, and to hold the assigned student of that locker accountable for the contents found. Students shall not share lockers and should not leave valuables in their lockers unless locked. Students are required to utilize the locker assigned to them and not leave books and articles of personal property on top of lockers or unattended.

### **Mandatory Reporting of Child Abuse or Neglect**

School officials must report incidents of suspicion of child abuse or neglect to the proper legal authorities. 25 O.S. 846 A(1)(c).

### **Misinformation**

Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

1st OFFENSE: Detention or corporal punishment.

SUBSEQUENT OFFENSES: Saturday School.

### **Obscenity/Profanity**

Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced

are prohibited. Profanity shall include but not be limited to: gestures, symbols, verbal or written, etc.

### **Search and Seizure**

A student may be searched based on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search of the student will be justified at its inception, based on reasonable suspicion and reasonable in scope in light of the age and sex of the student and the nature of the infraction. Any contraband or other property may be seized for evidentiary purposes.

### **Theft**

1st Offense: Return of the property. Short or Long Term Suspension. Local law enforcement authorities notified.

SUBSEQUENT OFFENSES: Return of the property, or restitution for the property and long-term suspension. Law enforcement authorities notified.

#### **RETURN OF SCHOOL PROPERTY AND FUND RAISER RULES**

Students who fail to return school property (ex: books, fund raiser products, uniforms, etc.) will not be able to participate in fund raiser activities, activities relating to fund raisers, or other extra-curricular activities until the property is returned to the school or the funds are paid to the school. Grades, transcripts, and student records may be held until all equipment and school property is returned. Transcripts, NCAA Clearinghouse records, and school documentation will not be available until all accounts and school property is returned in usable condition.

### **Alcohol/Chemical Abuse**

Attending classes alert and ready to learn is a prime responsibility of students at Waurika Public Schools. The inability to function in class may occur because of illness, injury, or drug use. A student may be referred to the principals' office if one or more of the following behaviors are observed: sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skin, etc.) odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of an illegal drug, alcohol, or tobacco.

A trained employee of the Waurika Public Schools may check the neurological function of the student by means of a simple examination of the papillary reflexes and muscle function of the eye. This procedure is frequently used in

the Waurika Public Schools athletic programs to determine if the brain functions have been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the student (clothes, locker, vehicle, book bag, etc.) for illegal drugs, paraphernalia, weapons, or other contraband. A student found possessing, distributing or using alcohol or drugs or other contraband at school or school sponsored activities will receive:

- 1st OFFENSE: Out of school suspension.
- 2nd OFFENSE: REMOVAL FROM WAURIKA PUBLIC SCHOOLS THROUGH EXPULSION.

### **Student Driving and Parking**

1. All students must register their vehicle.
2. Drivers of vehicles must be properly licensed and insured. Tags on vehicles must be current.
3. Vehicles may only be parked on gravel portion of parking lot. (No parking on grass areas.)
4. Do not park near trash dumpsters.
5. Seniors may park next to pipe fence south of west gym door. Area north of west gym door is reserved for faculty and guests.
6. Students not allowed to park in handicap zone.
7. Students not allowed to park in the middle of parking lot during football season.
8. Parking lot speed limit is 10 mph.
9. Students are not allowed to remain in vehicles once parked.
10. Students who leave campus without checkout at office are subject to disciplinary action.
11. School nor any staff member is responsible for any damages to vehicles incurred on school property.
12. Students who drive to school agree to the search of their vehicles by administrators, police, or drug-dogs.
13. Students who drive to school will not be granted excuses for being late.
14. School is not responsible for articles stolen from vehicles.

**Driving privileges will be revoked to students who fail drug, alcohol test, or are found to be in possession of illegal drugs, or alcohol or violate parking or driving rules listed.**

### **Student Drug Testing Program**

The Waurika 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 Waurika Public School District, has adopted a policy for drug testing of students participating in extracurricular activities. Copies of this policy are available in the High School Principal's office for parents/students to review.

### **Tobacco & Tobacco Products**

Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law (21 O.S. Section 21-1241, 1242.) Prohibited tobacco products and paraphernalia include, but are not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, and tobacco related containers, packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained; who shall refuse to furnish such information shall be guilty of a misdemeanor.

- 1st OFFENSE: Confiscation of tobacco products, Detention or corporal punishment
- SUBSEQUENT OFFENSES: Confiscation of tobacco products and Saturday School.

### **Vandalism/Destruction of School Property or the Property of Others on School Grounds**

- 1st OFFENSE: Restitution, Detention or corporal punishment or out-of-school suspension per the circumstances. Law enforcement authorities notified.
- 2nd OFFENSE: Expulsion from Waurika Public Schools. Law enforcement authorities notified.

### **Weapons**

The possession or use of any weapon during the time a student is in attendance in Waurika Public Schools or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives, razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices;

hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. In addition, also prohibited are any facsimile or counterfeit weapons resembling a weapon, BB guns, pellet guns, paint ball guns, pepper spray, mace, or any self-made or homemade device that could be used as a weapon or would appear to be a weapon.

Exempt from this policy are any instruments and devices that may be considered a weapon under this policy but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extracurricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy.

A student who violates this weapon policy will be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances. Law enforcement authorities will be notified.

### **Suspensions and Expulsions**

I. The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for other sufficient reason. Suspension will be reported immediately to the superintendent.

II. Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principals and superintendent, be suspended from school.

III. Some causes for suspension or expulsion of students are as follows:

1. Continued willful disobedience
2. Deliberate harassment in school
3. Damaging or defacing school property
4. Repeated truancy
5. Profanity or vulgarity
6. Stealing
7. Immoral conduct
8. Fighting
9. Not attending the regularly scheduled classes
  - A. Reasons for Out-of-School Suspension. The principal, superintendent, and Board of Education are all given the authority to suspend a student out-of school for the violation of a school rule, policy or regulation as outlined in the district's policies and procedures or student handbook, or for any other violation authorized pursuant to state laws authorizing such suspension.
  - B. Term of Out-of School Suspension. The principal, Superintendent, and Board of Education are all given the authority to impose student

suspensions for the maximum length of time as allowed by state or federal law.

- C. Considerations of Alternative Placement. Before a student is suspended out-of-school the principal or superintendent shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (ex. Alternative education, reassignment to another classroom or in-school suspension).
- D. Education Plan for Students Suspended for Nine (9) Days or More. Students who are suspended out-of-school for more than nine days may be provided an education plan. The plan will provide instruction to the student in the core subjects in which the student is enrolled. It shall be the responsibility of the parent or guardian to provide time and supervision for the student to complete the plan. The plan shall set out the procedure for education to the student and will be designed for the eventual reintegration of the student into school. A copy of the plan will be provided to the student's parents or guardians.
- E. Education Plan for Students Suspended for Nine (9) Days or Less. No education plan will be provided to students who are suspended for less than nine days unless it is required under federal law.
- F. Academic Credit for Work Performed. Academic credit will be given to students who are suspended out-of-school if their assignments are completed according to their educational plan.
- G. Extracurricular Activities. Students who are suspended out-of-school will not be allowed to participate in any extracurricular activities. During the time of suspension, the student may not be on school grounds nor be present at school functions, at home or away, even as a paying spectator.
- H. Suspensions out-of-school for nine days or less. The student may appeal the suspension to a committee composed of administrators, teachers, or a combination of the same. The members of the committee will be appointed by the superintendent or his designee, but shall not consist of less than three members. None of the members appointed to the committee shall have been involved in the discipline or recommendation of suspension of the student. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The appeal must be initiated within two (2) days of receipt of notice of the suspension. The decision of the committee shall be final.
- I. Suspensions out-of school for more than nine days and students suspended for possession of a firearm. The student shall have the right to appeal the decision to the Board of Education. The appeal must be initiated within five (5) days of notification of the suspension. The Board shall determine the guilt or innocence of the student and reasonableness of the term of the out-of-school suspension. The student may, at his or her option, request a review of the suspension with the superintendent or his designee. If the superintendent or the designee does not withdraw the suspension, the student may appeal the decision to the board within five (5) days of written

notification of the administration's decision. Nothing in this policy shall be construed to require the student to request a review by the administration prior to appealing the decision to the Board of Education. Upon full investigation of the matter, the board shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The decision of the Board of Education shall be final.

### **Insurance**

Student health and accident insurance is available through the school at the student's expense. Student insurance application forms may be obtained during enrollment or at any time from the principal's office or from the athletic director.

### **Report Cards/Progress Reports**

Progress reports may be mailed to all students on Tuesday of the 5th week of the nine week period. Report cards may be mailed on the Wednesday, following the end of the nine week and semester periods. Report card grades shall reflect student progress. Students who are failing a class(s) will be put on the probation list of activities for a period of one week and if grades do not improve the student will become ineligible for school activities as per OSSAA rules. Eligibility begins on each Monday. (Further explanation is found in the eligibility section).

Notification of students on probation and ineligible will be mailed to parents/guardians on the first day of each school week.

### **Medication**

Medication (prescription only prescribed for that individual) needed by a student will be kept in the Principal's Office. No medicine of any kind should be kept in the student's possession as well as in their lockers with the exception of prescribed inhalers. (PRESCRIPTION MEDICATION FOUND ON STUDENTS MAY BE CONSIDERED AN ILLEGAL DRUG SUBSTANCE IF NOT CHECKED INTO THE OFFICE TO BE ADMINISTERED DURING SCHOOL HOURS) Parent and authorities may be notified when found. No **PRESCRIPTION** medicine will be administered to a student by any school official other than the Principal or a person designated in writing by the Principal. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school **written authorization** to administer the medicine.

**Nondiscrimination**

Waurika Public Schools does not discriminate on the basis of sex, race, color, religion, national origin, or handicapping condition.

**Schedule Changes**

Schedule changes of individual schedules may be made only for legitimate reasons and with the specific approval of the principal or counselor. Such changes must be requested and made during the first five (5) days of each semester. Schedule changes must have the approval of all teaching personnel involved.

**Testing Policy**

Teachers will administer tests to students at their discretion as appropriate for the course of study. A student must take a pre-announced test on the first day the student returns to the class, or the day following the student's return to the class at the discretion of the teacher. Otherwise the student will receive a grade of zero (0) on the pre-announced test.

**Books**

Students are responsible for the proper care of the textbooks issued to them. These are state owned and therefore, must be replaced if lost or destroyed. It will be the responsibility of the student/parent to replace the textbook at the replacement value. Library materials damaged, altered, or mutilated, in whole or in part destroyed are a misdemeanor subject to fine and restitution. Transcripts of students damaging or losing books, or school issued equipment will be held until restitution is completed. (21 O.S. 1739; OSL 1040)

**Teacher Conferences**

**Parents or other designated adults wishing to conference with a teacher may do so during the teacher's assigned planning period. Prior arrangements should be made with the teacher. Please check in at the Principal's Office upon arrival.**

**Food and Drink**

Students may use vending machines during breakfast and lunch times in the multi-purpose areas only. Food and drink purchased by students outside of school premises should be eaten or disposed of prior to entering the building.

Teachers will not allow food or drink to be consumed by students in the classroom or taken into the classroom by students. Students with permission of the teacher may bring water to the classroom.

Students may not bring any liquid other than bottled water into any area that has carpeted floors, computers, or onto the gym floor. Students may consume soft drinks during lunch. At no time, may students bring soft drinks into the library, office, or into restrooms. Student's who spill liquids on the floor, are responsible for cleaning the spill themselves. Cleaning supplies are available from the custodians. At any time, the vending machines will be secured if repeated violations of these regulations occur, or if trash resulting from misuse becomes a nuisance.

### **Hall Passes**

**Teachers will provide students with hall pass.**

Teachers will issue hall passes in all cases when a student leaves the classroom.

No more than one student may leave a classroom at a time to go to restroom, locker, etc.

Students in hallway without approved hall pass will be subject to disciplinary action.

### **Student Directory Information**

The following student directory information may be released by any school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S. 24A.16):

- Student name and address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The public or private school most recently attended by the student

Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.

## **Arson**

1st OFFENSE: Expulsion. Law enforcement authorities notified.

## **Assault and Battery**

- Assault - Intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes verbal threats.
  - 1st OFFENSE: Detention or corporal punishment, law enforcement authorities notified.
  - SUBSEQUENT OFFENSES: Out of school suspension. Law enforcement authorities notified.
- BATTERY: Offensive, nonconsensual touching of another person. Includes fighting and throwing objects. **The pulling of clothes in an effort to expose another student. Law enforcement authorities notified.**
  - 1st OFFENSE: Detention or corporal punishment or out of school suspension up to ten days per the circumstances. Law enforcement authorities notified.
  - SUBSEQUENT OFFENSES: Out of school suspension commensurate with the offense including the current and subsequent semester. Law enforcement authorities notified.

## **Sexual Harassment and Bullying**

Behavior shown toward another person that is personally offensive to that person. This includes, but is not limited to gestures, jokes, touching in a sexual way (grabbing, pinching, brushing up against another person, etc.); symbolic, verbal and written communications with sexual innuendos; and dissemination of information (gossip) true or false about a person. Any student who feels he or she has been harassed or bullied in any way should contact a teacher immediately.

Consequences: 1st offense – Detention or corporal punishment  
2nd offense – Saturday School.

## **Eligibility**

A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes authorized school activities include, but are not limited to: competitive events against other schools, field

trips, student activities outside the normal school day; and non-classroom activities. A student who is ineligible will not suit up, travel with the team/ group, organization, nor sit on the bench or stand on the sidelines of the event.

**(Academic Eligibility)** - The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the Monday following the week in which the student receives a passing grade in all courses.

Teachers will turn in eligibility forms by 8:00 a.m. on the first day of each school week beginning on the fourth week of each semester. Any work to be included in the computation of a student's grade must be turned in to the teacher no later than 3:05 p.m. on the last day of the school week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week.

**(Probation)** - A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester, and each week thereafter, or the student will be placed on Academic Probation for the following week.

A student may participate in authorized school activities during the week the student is on academic probation.

A student must be present in four consecutive class periods in a school day to be eligible to participate in school sponsored activities or competitions the evening of that day.

#### **Academic Probation & Ineligibility**

1. Failing any course(s) after 4th week of semester = Probation.
2. Failing any course(s) 2 consecutive weeks = Ineligible.
3. Student remains ineligible until the student is passing all subjects for 1 week.

(When the student is again eligible, steps 1 and 2 are repeated if necessary.)

**(Attendance Eligibility)** - A student must be present in 4 consecutive class periods in a school day to be eligible to participate in a school sponsored activity that day or night.

#### **Waurika Requirements for High School Graduation**

Beginning in the year 2006-2007 Standard Diploma (Units or Sets of Competencies)

**4 Language Arts:**

- 1 Credit Grammar and Composition
- 3 Credits, which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with the content and/or rigor equal to or above grammar and composition.

**3 Mathematics Credits:**

- 1 Credit in Algebra I or Algebra I taught in a contextual methodology.
- 2 Credits which may include, but are not limited to the following courses: Algebra II, Geometry, or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre Calculus, Calculus, Statistics and/or Probability, Computer Science, or other mathematics courses with the content and/or rigor equal to or above Algebra I.

**3 Science Credits:**

- 1 Credit Biology or Biology taught in a contextual methodology.
- 2 Credits in the areas of life, physical, or earth science or technology which may include, but is not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Physics, Principles of Technology, qualified agricultural education courses (including, but not limited to: Horticulture, Plan and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

**3 Social Studies:**

- 1 Credit United State History
- ½ to 1 Credit United States Government
- ½ Credit Oklahoma History
- ½ to 1 Credit which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

**1 Art:**

- 1 Credit which may include, but are not limited to courses in Visual Arts and General Music. Humanities credit will be counted as arts.

**11 Electives****26 Total Credits to Graduate**

To meet graduation requirements, local school district options may include, but shall not be limited to courses taken by concurrent enrollment, advanced

placement, correspondence, or courses bearing different titles. Local school district requirements may exceed state graduation requirements. Credit may be granted for Applied Biology/Chemistry, Physics, Principles of Technology, Applied Mathematics I and II and Computer Science whether taught at the comprehensive high school or a Career and Technology Education center. Students may be eligible for the Oklahoma Tuition Scholarship Program. A unit of credit is given for the successful completion of a course that meets 40 minutes a day, five days per week, for at least 36 weeks, or the equivalent of 120 clock hours within the school year. Sets of competencies are the skills and competencies specified in the Priority Academic Student Skills, or other skills and competencies adopted by the State Board of Education. Rigor means a level of difficulty that is appropriate for the grade level and that meets state and national standards. Contextual methodology means academic content and skills taught by utilizing real world problems and projects in such a way that helps students understand the application of knowledge.

### **Family Education Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A Waurika School District student has the right to:

1. Inspect and review information contained in his/her educational records.
2. Challenge the contents of the educational records.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational records.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational records.

General information may be released to the general public with written consent of the student/parent. A student may request that all or any part of the general information be withheld from the public by making written request to the principal's office during the first week of the fall or spring semester. This request will apply only to the current enrollment period. The following is to be included as general information: name, date and place of birth, current address, telephone listing, current class schedule, classification, marital status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma and awards received, and all previous educational agencies attended.

**Access to Records**

No other information regarding a student's educational records may be disclosed to anyone without written consent of the student, guardian, or parent, except to school officials who have a legitimate educational interest in the student. Parents may inspect and review their child's educational records.

The following will be considered school officials: administrators, counselors, classroom teachers, special education teachers, higher education personnel, State Department of Education Personnel, Board Members, parents/guardians of the student whose records are being disclosed, related service providers, paraprofessionals, student teachers, school nurses, and social workers. "Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution.

ANNUAL CONFIDENTIALITY NOTICE

WAURIKA PUBLIC SCHOOLS

600 East Florida

Waurika, OK 73573-0330

ANNUAL CONFIDENTIALITY NOTICE

**Gifted/Talented Program Philosophy**

In accordance with its commitment to educate each child to his/her fullest potential, the Waurika Independent School District #23 recognizes the values, needs, and abilities of gifted and talented students. The Gifted and Talented Education Program is designed to support, encourage, and challenge the intellectually, academically, and creatively talented students to maximize their potential for social, academic, and creative leadership.

Since gifted and talented children are as different from each other as they are from other children, no single program option can ever meet all of the needs of all gifted and talented children. It is, however, recognized that a differentiated educational program should be offered in an attempt to meet as many of these student's needs and interest, as is economically feasible.

**Meal Prices**

Breakfast \$1.25

Reduced \$0.30

Adult \$1.00

HS Lunch \$2.00

Reduced \$0.40

Adult \$1.75