

# **STUDENT HANDBOOK**

**2020-2021**

## **Welch Elementary School**

**WELCH PUBLIC SCHOOLS**

**INDEPENDENT SCHOOL DISTRICT #17**

**PO BOX 189**

**707 S. CURTIS**

**WELCH, OKLAHOMA 74369**

**(918) 788-3129**

**"Creating a future worthy of our past"**

## **HOME OF THE WELCH WILDCATS**



### **Preface**

The Welch Public School District Student Handbook has been published in order to inform students and parents about district policies and procedures. Questions about the handbook should be directed to the elementary school office at 788-3130. Copies, of the actual Welch Public Schools Policy Manual, are available for review at the elementary.

## MISSION STATEMENT

Through the cooperative commitment of the family, community, and school, students will become knowledgeable, ethical, and successful contributors to society.

***“Creating a future worthy of our past”***

## WELCOME

The administration and staff would like to take this opportunity to welcome you to Kenneth Sooter Middle School. This information has been carefully prepared to help you succeed at Welch Middle School. This information is in compliance with the Board of Education policies and copies of this handbook are available in the principal’s office.

## PARENTS/GUARDIANS/STUDENTS

This handbook will serve as a guide to policies, regulations, and information important to your academic endeavors. Familiarizing yourself with the contents of this handbook will enable you to proceed successfully as you continue through your junior high and high school careers. The faculty and administration encourage you to meet the challenges life presents you with vigor and determination. Always pursue knowledge, for an investment in knowledge pays the best interest.

## ADMINISTRATION

Dr. R. Clark McKeon  
Superintendent

Kent Haskell  
Middle/High School Principal

Kim Hall  
Elementary School Principal

## Board of Education

Shane Burgess  
President

Jesse Highsmith  
Vice-President

Rowdy Layton  
Clerk

Brian Mooney  
Member

Shannon Walker  
Member

## Useful Telephone Numbers

Superintendent	788-3319
Elementary Principal	788-3129
Elementary Office	788-3129
Counselor	788-3129
Bus Barn	788-3129
Gym or Field House	788-3129
Library	788-3129
Cafeteria	788-3129
Elementary Fax	788-3322

## School Hours

Elementary

8:00 First Bell

**3:16 Dismissal Bell**

**Students should not arrive at school earlier than 7:30AM unless the principal gives prior permission.**

## ATTENDANCE

School attendance is compulsory until the student reaches the age of 18. One year of attendance will be equivalent to 1080 hours of class time. Students are required to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. If a student accumulates more than eight absences in any class during a semester grading period, the student will fail that course for the semester. Students who have exceeded the eight absences in a semester will not be eligible to participate in special activities, attend field/class trips or compete in athletic/non-athletic competitions. In considering days missed, all absences will be counted except activity absences.

**All absences should be explained by parent contact on or before the day of the absence.** Parents can call anytime and are encouraged to leave a voicemail if necessary. Students may be considered truant if the absence is not explained. Parents can expect to be notified of absences through school phone calls, messages, emails, letters of notification, and letters for notice of excessive absences with referral to Craig County District Attorney.

### Attendance Appeal Procedures

Students missing more than 8 days in a semester must submit an attendance appeal form to the building principal for review and approved by the board of education before credits can be restored or for parents to be considered in compliance with state compulsory attendance laws. Documentation for missed days refers to written proof of doctor/dentist appointments, hospital stays, extended illness, court dates, or other verifiable absences must be submitted with the form to the office for review. **All appeal forms must be made within five days of the end of the semester to the building principals. Parents and students will present their appeal to the board of education at monthly board meetings for final approval.**

If a student has any doubt about the possibility of an absence being verifiable they should clear the absence with the principal prior to being absent. Students will be referred to the district attorney when excessive absences are accumulated.

### OSSAA 90% Attendance Policy

The OSSAA requires students to attend class at least 90% of the time in order to be eligible to participate in school sponsored activities. Students must have a cumulative ongoing attendance of 90% at all times. The, the attendance policy treats every third unexcused tardy in any one class period as an unexcused absence.

To be eligible to participate in activities involving other schools a student must be passing all classes, have a cumulative attendance record of **90% (must have 90% attendance the day of the activity and have no more than nine days absent per semester)**, and be in attendance a full seven period day the day of an activity (unless prior approval has been granted by an administrator).

### Dropped Students

Any student who has ten days of consecutive unexcused absences will be dropped from the membership rolls of the school and be reported to the State Department of Education.

### Makeup Work

Collecting and turning in makeup assignments are the responsibility of the student. Upon return to school, the student has as many days to makeup work as days missed. If turned in by the allotted time, assignments can be made up at 100% or 75% (for unexcused absences), of total points scored on the assignment.

Students who are gone on any activity absence are responsible for collecting assignments before leaving for the extracurricular activity. Assignments are due the following day unless specified by the teacher. It is not the teacher's responsibility to find students and distribute work. Students who do not meet with their teacher's before the activity and receive their work or make arrangements to make up tests, presentations or other assigned work, will lose the opportunity to make up these requirements.

### Activity Absences

The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in school-sponsored activities (any deviation from the ten days absence rule shall not exceed five days.) The activity sponsor will be responsible for submitting a list of students that will be absent from class due to the activity to the office and to all classroom teachers affected. This should be done at least 24 hours prior to the activity absence.

Absences for the following reasons will not be counted against the 10-absence limit:

1. Participation in school sponsored state/national level contests by which the student earns the right to compete;
2. Any activity held on campus sanctioned by the principal;
3. Serving as Page in the Legislature;
4. Field trips in conjunction with a unit being taught in a particular class;
5. Students excused to make appearances before local civic groups; and

In order to compete in competitive sports or any extra curricular activity, the student is required to be in attendance a full day the day of the activity or event. Excused absences approved by the administration may be considered for exemption to this requirement.

**It is the students responsibility to gather assignments from teachers before leaving for a school related activity. Assignments are due as assigned by the classroom teacher.**

### **Tardies**

The tardy bell will ring at 8:00AM. Students will be counted tardy if they arrive after the 8:00AM bell until 8:15AM. Elementary students will also be counted tardy in the PM session if they leave campus during lunch and return after the 11:43AM bell. PM tardies will be given between 11:43AM– 12:00PM. Tardies will be excused for legitimate reasons only. Each time a third unexcused tardy is accumulated, that tardy becomes an unexcused absence. Excessive unexcused tardies (4 within a four week period) may result in the student being reported to the district attorney's office.

A student absent for a period of 16 to 120 minutes will be counted half a day absent. A student absent for a period of more than 120 minutes in both sessions will be counted a full day absent. Students will be referred to the district attorney when excessive absences are accumulated.

### **Admits**

Teachers will require a signed admit from the office when students arrive tardy.

### **Permission to Leave the Building**

On those occasions where illness or other valid reason necessitates a student leaving the building, school officials will attempt to contact the parents. Students may then be released to the parent or other designated adult. Parents, legal guardians, or designated adults will be required to sign the student out on the checkout sheet in the office. Older siblings or family members will be allowed to check the student out only with prior written notification from parents. If someone other than the parent or family member will be picking up the student, the parent must contact the school in writing or by phone. Under no circumstances will a student be allowed to go home on their own.

### **Signing In/Out**

Students who come to school during the school day, after the first period bell rings, are required to check in at the office upon their arrival. Students are required to sign out any time they leave campus during the school day. Students will not be allowed to sign out until the office receives written or verbal permission for the student to do so from that student's parent or guardian. Parents may also come to school in person and sign their child out. Students may not sign themselves out. Common reasons for signing out include going to a doctor appointment, dentist appointment, orthodontist appointment, and etc. Students who leave school without receiving parental approval and signing out will be considered truant and disciplined accordingly.

### **Student Check In and Out Procedures**

Parents checking a student in or out of school between 8:00 AM and 3:21PM will need to buzz the office from the main door office entrance, state their name, their child's name and sign them in or out on the check in/out sheet located by the entrance. Parents will not be allowed to enter the building and wait on their child. When checking out a student a school employee will bring the student to the door. Anyone entering the building must wear a mask.

## **ACADEMICS**

### **Student Rights and Responsibilities**

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

#### **Student Rights**

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be common knowledge to every student.
3. Students have the right to compete for student office and to vote in student elections.
4. Students have the right to expect that materials presented in courses are relevant and appropriate to the maturity level and intellectual ability of the student and that various views related to topics and materials will be presented or introduced.
5. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
6. Students have a right to an education and quality educational opportunity. Punishments that deprive students of this right will be used only in extreme cases. Punishments will be reasonable, consistent, fair, and resorted to only when students violate school rules.

#### **Student Responsibilities**

1. Students will attend school daily (except when ill), attend all classes, and be on time to class.
2. Students will come to class prepared with proper materials such as textbooks, paper, writing utensils, and etc.
3. Students will be aware of all rules and regulations defining student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have related knowledge.
5. Students should willingly and dutifully serve that segment of the student body that they represent.
6. Students will make sure that no individual group is allowed to monopolize class time. The dignity of all should be respected and no one should be allowed to abuse others. Freedom can only be exercised as long as it does not interfere with the educational process of others.

7. Students will be responsible for their own education after returning to school following an absence by keeping up with missed work.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators, and other responsible school officials.
11. Students will be held accountable for coursework with assigned deadlines. It is important for students to observe all deadlines and hand in assignments on time. Students who know an upcoming event may interfere with a deadline should make arrangements to turn in assignments early.

### **Virtual School**

Welch Elementary is proud to offer Welch Virtual School as a choice for students who desire an alternative learning environment. Any Welch Elementary School student may participate in Welch Virtual School. Welch Elementary School offers several options for students including full-time at home placement and on-site advanced coursework. All Welch Virtual School students have access to a highly qualified certified instructor.

### **Grading Practices**

The grading scale for all classes in the Welch Public School is as follows:

90 – 100%	A
89-- 80%	B
79-- 70%	C
69-- 60%	D
59-- 0%	F

In addition to the above grading scale, some elementary courses (band, music, art, physical education, health and athletics), and grade levels (pre-school, kindergarten), utilize the S (satisfactory) or U (unsatisfactory) grading system. Handwriting will receive an S or U grade. However, a grade of U for the nine weeks or semester will keep a student off the honor roll.

Students must score a minimum of 60% in order to pass a course for the semester and avoid possible retention or repetition of a required course for graduation credit. Report cards are distributed at the end of each nine-week period. Semester grades are recorded on a student's permanent record. Eligibility reports are mailed to parents or guardians of students who are failing or near failure beginning with the third week of each semester.

A grade mark of "I" (incomplete) will be assigned when the student fails to complete all requirements of a particular course. If these requirements are not completed by the end of the next nine-week grading period, the "I" will be changed to an "F".

### **Honor Roll**

Students will be recognized for academic achievement at the end of each nine-week grading period. Students will be identified and classified according to GPA and the following categories:

GPA of 4.0 or >	Superintendent's Honor Roll	All A's
GPA of 3.5 – 3.99	Principal's Honor Roll	A's & B's
GPA of 3.0 – 3.49	Honorable Mention	

Any student receiving a U will not be recognized on the honor roll.

### **Elementary Curriculum Requirements**

Welch elementary students will meet all state curriculum requirements. Students will participate in core subject areas (reading, math, science, social studies, and language) as well as PE and fine arts (music, band, art). Students in grades K – 5<sup>th</sup> grade are required to participate in PE for a minimum of 120 minutes per week. Students in grades 3 – 5 must participate in both an art class and a music class each week to meet art assessment requirements.

### **Student Remediation**

Students in grades 4 and 5 that did not score proficient in math and reading on the State Assessments the previous school year will have to complete remediation requirements. Remediation will be held during Encore daily.

### **Eligibility for Student Activities**

Only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Teachers submit weekly eligibility lists to the office each Thursday, beginning with the third week of each semester. At the time a student begins failing any subject, the student is put on academic probation for the following week. If the failing grade is not brought up during the week of probation, the student will become ineligible at the end of the probationary week and stay ineligible until a passing grade is achieved in all subjects. Students that remain ineligible for more than three weeks will be removed from any athletic class they are enrolled in until that season is completed. They will attend off season until their grades are eligible and the next athletic season begins. Weekly eligibility runs from Monday at the beginning of the day through Sunday evening of a given week.

Additionally, a student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. 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. The board declares its intent to adhere to the eligibility rules of the Oklahoma Secondary Schools Activity Association.

To be eligible to participate in activities involving other schools a student must be passing all classes and be in attendance a full day the day of an activity. Any student suspended or dismissed from school will be ineligible until eligibility is re-established. Any student absent during the day of an activity or athletic contest must have the absence accounted for prior to being eligible. If the absence is considered unexcused, the student must attend at least one full day of school to again become eligible. Any student who is under discipline sanctions (determined by the principal), or whose conduct/character is such as to reflect discredit upon the school (determined by the coach or sponsor), is ineligible.

Additionally, the student's parents/guardians must be bona fide residents of the school district or have a residency waiver approved by the OSSAA for the student to have extracurricular eligibility.

The Following are considered extracurricular activities:

1. Student government and related activities and organization;
2. Musical festivals or contests, speech contests, debates, dramatic contests, judging contests, and livestock shows;
3. Organized activities which are a part of interscholastic athletics or cheerleading;
4. All types of interscholastic competition; and
5. Special interest clubs, vocational clubs and events or trips that are not a part of classroom instruction.

### **Promotion and Retention**

As used in this policy, promote means to pass a student who has successfully completed the requirements for a particular grade into the next higher grade at the end of the school year. Retain means to withhold a student from advancing into the next higher grade at the end of the school year and to indicate on the student's record that he has not successfully completed such grade.

A committee will be formed to carefully review the decisions regarding retention. The committee will be composed of a classroom teacher, a counselor, building principal and additional personnel who may be assigned when appropriate.

Strong supportive evidence must be presented to the student and parent regarding retention. This evidence will be based on:

1. Testing over subject matter presented
2. Assignments related to subject matter
3. Student level of maturity
4. The student's attendance record

In the event that the teacher, school, or parent cannot reach an agreement regarding retention of a student, the issue shall be brought to the principal. He will render a decision that is in accordance with state statutes and Board of Education Policy.

Students shall be promoted or receive credit for a course of study if a grade average of 60% or above has been achieved on a semester basis. Students in grades 7 and 8 must achieve a grade average higher in three major courses of study to be promoted to the next higher grade. The major courses of study are math, science, language arts, reading and history. Students in grades 9 through 12 or MS students taking HS credit classes will not be retained; however, if a grade average of 60% is not achieved in a course, that course will have to be repeated in order to earn legitimate credit for graduation.

### **Eligibility Requirements for Advanced Course Work**

#### **(Information for fifth graders - these requirements are for 6th - 8th graders)**

Students that would like to take advanced coursework will need to meet the following requirements:

1. Students must complete an advanced course work application and be approved by the curriculum committee.
2. Maintain an "A" in the subject area both semesters the year prior to taking the advanced course
3. Must have a recommendation by the teacher in the subject area the student wants to take the advanced course.
4. Students must complete a minimum of 100 AM Objectives in math the year prior to taking an advanced math course
5. Students must complete a minimum of 100 AR points in reading prior to taking an advanced Reading or Language Arts course.
6. Students receiving a score of Advanced in reading on the State Assessment the previous year in order to advance in Science or History.
7. Students will not be allowed to advance out of US History.
8. Students will still be responsible for taking state assessments in all testable subject areas even though they are not enrolled in that grade level's class due to taking advanced course work.
9. Students going into 8<sup>th</sup> grade who want to take physical science have to pass with a 90% or better on the school generated Science test.
10. Eighth grade students taking HS level classes will receive credit for those classes. If a student fails a HS level class, they will have to repeat the class.

### **Homework Philosophy**

Educational success of all students is based on the collaboration among teachers, parents, and students. Support of learning occurs when parents become involved in the learning process by:

1. Communicating with the student and teacher about homework;
2. Providing a routine time and place for the student to do assignments;
3. Helping locate needed resources; and
4. Encouraging the student.

Teachers will assign homework when necessary. It is the duty of the student to complete the homework and turn it in on time. It is the duty of the parent to check to see if homework has been assigned and provide for its completion.

### **Homework Discipline Procedures**

When a student comes to class unprepared by not having their homework assignment or homework assignment is not completed the following procedures will be followed:

Students will be instructed to Dojo down when they come to class without their homework or when homework is returned incomplete. When a student is instructed to Dojo down by their teacher, the student's parent or guardian will receive an immediate message via text or email. The student may complete the homework assignment for up to 70% credit if returned completed the next day.

### **Gifted and Talented Education**

An important goal of Welch Public Schools is to identify and provide appropriate educational experiences for those students who exhibit evidence of high performance capability in areas such as intellectual, creative, artistic, leadership, or specific subject area ability. It is recognized that these students require additional learning opportunities and experiences to fully develop their capabilities.

The site committee on gifted educational programming coordinates identification of gifted students and implements the gifted education program. Identification of gifted students is nondiscriminatory. Students nominated are evaluated using testing and non-testing methods. Placement decisions are based upon multiple criteria including a score in the top 3% on a nationally standardized test, referral, student products, student performance checklists, or other relevant information. Gifted education includes multiple programming options and curriculum differentiated in breadth, depth, and pace.

Students who score advanced in Reading or Math on the State Assessment or take the Otis Lennon School Ability Test (OLSAT) and score in the advanced range as well as have a teacher recommendation. Students that meet either of these qualifications will be accepted into the GT program. In order for students to be able to attend GT classes and activities they must also meet the following guidelines:

- (1) Student's must have all A's for the duration of the school year. If a student drops a letter grade, then they will be removed from GT until their grade returns to an A.
- (2) Students must maintain their expected AR/AM weekly points.
- (3) Students' behaviors must be exceptional all year; ex. no detentions, no zaps, no behavior discipline from any of their teachers.
- (4) Students must know all multiplication facts FLUENTLY! (0-12)
- (5) Students must be a superior example of what it means to be a Welch Wildcat.

## **DISCIPLINE**

### **Student Discipline**

When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. According to state law, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies while the child is in attendance or in transit to/from school or a school activity. All students are under the control of school authorities during the school day, during all school activities, and on the way to/from school or school activities.

The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be totally inclusive and exclusion/omission of other unacceptable behavior is not an endorsement of such behavior.

- |   |  |
|---|--|
| (1) Unexcused lateness to school.   | (12) Fighting  |
| (2) Unexcused lateness to class.  | (13) Possession of weapons                                 |
| (3) Cutting class.  | (14) Distributing obscene literature/material              |
| (4) Leaving school without permission.  | (15) Destroying/defacing school property.                  |
| (5) Refusing detention.   | (16) Racial discrimination, demeaning racial slurs/remarks |
| (6) Possessing or using tobacco and tobacco related products and vaping       | (17) Sexual harassment                                     |
| (7) Truancy.  | (18) Defiant behavior                                      |
| (8) Possessing or using alcoholic beverages or other mood altering chemicals. | (19) Gang related activity                                 |
| (9) Stealing.   | (20) Disrespect.   |
| (10) Fraud, forgery, embezzlement.  | (21) Indecent behavior                                     |
| (11) Physical or verbal assault.  |  |

In determining discipline, the administration will consider the list below to ensure that the most effective discipline is administered in each case. However, the school is not limited to these methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. Alternative methods of punishment can be used if appropriate on a case by case basis. It is up to the judgement and discretion of the administration the appropriate actions in each case.

- |  |   |
|--|---|
| (1) Conference with student.                     | (11) Financial restitution for damaged property.        |
| (2) Conference with parent and student.          | (12) Clean/repair damage/vandalism done                 |
| (3) School service.                              | (13) Restricted privileges.                             |
| (4) Revoking eligibility.                        | (14) Involvement of local law enforcement               |
| (5) Detention-Lunch and/or after school.         | (15) Student referral to the appropriate social agency. |
| (6) In school suspension.                        | (16) Short or long term out of school suspension.       |
| (7) Placement in alternative education.          | (17) Other appropriate disciplinary action.             |
| (8) Referral to counselor.                       | (18) Loss of non-core curriculum classes                |
| (9) Changing student's seat or class assignment. | (19) Loss of recess, centers or alternative activities  |

(10) Time out

### General Statement of Classroom Rules and Expectations

As teaching styles differ from person to person, there will be comparative differences in classroom rules. It will be the ongoing responsibility of the teacher to ensure that rules are posted and enforced. The following expectations have been identified by the Welch Classroom Teachers as a baseline for student expectations:

1. Bring paper, book, pencil/pen, assignments, instruments, agenda, and an open mind to class every day.
2. Respect teachers, students, property, personal space, handbook rules, and yourself. Welch public school employees should be referred to as Mr., Mrs., Ms., or Coach unless prior approval has been granted by the employee and administration.
3. Refrain from using put downs and inappropriate comments.
4. Show academic honesty in and out of class.
5. Demonstrate responsibility by: cleaning up after yourself, arriving at school and class on time, and being in your seat and ready to learn when the bell rings.
6. Expect to learn every day.

### Lunch Detention

Student's receiving lunch detention for behavior **will walk the student's assigned playground area during recess.**

### After School Detention

Students must be seated in no later than **3:30 P.M.**

All supplies (books, paper, and pencils), are the responsibility of the student.

Detention will consist of cleaning, taking out the trash, sweeping, etc.

Parents/Guardian may pick up their students at **4:30 PM.**

### Saturday Session Guidelines

Saturday sessions are conducted on Saturday mornings from 9:00 A.M. to 12:00 noon in the high school. Any student assigned a Saturday session must report by 9:00 A.M. The doors will be locked at 9:00 A.M. and students will not be admitted after 9:00 A.M.

Each student must be prepared to work for the assigned time and follow Saturday session rules. Failure **to remain busy, or to follow rules**, will result in the assignment of an additional Saturday session.

Transportation to and from Saturday sessions is not provided by the school district. Students employed on Saturday mornings are not excused from the program.

A parent may reschedule an assigned session ONE TIME, if unforeseen circumstances prevent the student from attending on the assigned date. To reschedule a Saturday session the parent must contact the principal before the assigned session.

Failure to serve a scheduled Saturday session will merit the assignment of a second Saturday session. Failure to serve at this point will result in Three to Five days of Out of School Suspension and the serving of the original one Saturday session.

### Suspension of Students

The authority to suspend a student from school is delegated to the building principal. Days of suspension will be considered unexcused absences. No school board, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy. Any student may be suspended for the actions listed below:

1. Repeated classroom disruption.
2. Acts of immorality.
3. Violations of policy or regulations (ex. fighting, truancy, failure to obey school officials).
4. Possession of an intoxicating beverage.
5. Possession of stolen property.
6. Possession of a dangerous weapon or a controlled substance.
7. Possession of a firearm (out of school for not less than one year).
8. Any act that disrupts the academic atmosphere of the school endangers or threatens fellow students, teachers, officials, or school property.
9. Adjudication as a delinquent.
10. Any harassment or sexual misconduct towards others.
11. Exposing oneself

A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun Free Schools Act. Except for circumstances that require the immediate removal of a student or students, the parent or guardian shall be informed before the student is released from school. Any student who has been adjudicated as a delinquent and removed from school for such an act, will not be enrolled in a regular classroom setting but will be provided an alternative education until such time as the student no longer poses a threat. A student who is suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher. HB 1598 School Protection Act – any student in grades 6 – 12 found to have assaulted, attempted to cause bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or volunteer shall be suspended for the remainder of the current semester and the next consecutive semesters. HB 1598 also sets punishments for persons who make false accusations of criminal activity against school employees. A full suspension shall not extend beyond the present semester and the succeeding semester except for **threatening/assaulting students/staff or** violations of the Gun Free Schools Act.

A student may be suspended out of school for the remainder of the current semester and the entirety of the succeeding semester. The parents and the student shall be notified of the suspension, the grounds of the suspension, and the right to appeal the suspension.

If a student is suspended out of school for less than five days, the district may provide an educational plan. If a student is suspended out of school for more than five days, the administration will provide the student with an educational plan, which will set out the procedure for education of, at least, the core subjects and shall address academic credit for work completed. Students will receive 75% credit for all work

completed during the suspension. If the plan includes homebound education, the parent/guardian shall be responsible for the provision of a supervised and structured environment for the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Any student suspended may appeal the suspension. Any student suspended may appeal to the suspension appeals committee consisting of teachers and administrators appointed by the superintendent. Within ten days following the suspension, the student or student's parent/guardian must make **written notice** to the superintendent of the intent to appeal. The suspension committee will hear the appeal within ten days of the appeal notice. During the appeal hearing, the student or student's parent or guardian shall have the right to present evidence as to why the suspension or its duration is inappropriate. The appeals committee will make a determination as to guilt or innocence of the student and the reasonableness of the length of the suspension. The appeals committee will uphold, overrule, or modify the suspension and notify the parent or guardian within five days of the decision. For suspensions of ten days or less, the decision of the suspension appeals committee is final. For suspensions greater than ten days, the committee decision may be appealed to the school board. In those cases, the school board will uphold, overrule, or modify the suspension and make notification within five days.

### **Dress Code**

Generally, dress and/or grooming standards determined by the students and their parents will not be questioned. The board and administration insist that no student's dress and grooming will disrupt, interfere with, or detract from the educational process or school activities. Student dress and/or grooming will not create a health or any type of hazard to the student's safety or the safety of others. Students should regard neatness and cleanliness in grooming and clothing as important. Dress and/or grooming which is in any way disruptive to the operation of the school will not be permitted. When a student comes to school and their clothing, grooming and cleanliness disrupts the learning of others, the parents will then be notified upon the first offence. Any further incidents of this kind will result in the parents called and asked to come get their child. DHS will then be notified.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn. The principal, coaches, sponsors, or other persons in charge of extracurricular activities will regulate the dress and/or grooming of students who participate in a particular activity. Students who violate provisions of the dress code and refuse to correct the violation will be disciplined by exclusion from extracurricular activities, removal from school, or suspension from school until the violation is corrected.

The following are specifically prohibited at school:

1. Pajama (lounging) pants, cutoffs, or tank tops (except in athletics);
2. Clothing worn in such a manner so as to reveal underwear, buttocks, midriff, back, navel or cleavage;
3. Writing, pictures, or patches on clothing or masks that suggest obscenity/ vulgarity, alcohol or tobacco products/advertisements;
4. Shorts and skirts will be worn no shorter than the length of the student's fingertips when arms are at the student's side.
5. "Sagging" of pants exposing the top of underpants;
6. Wearing underwear such as bras, under shorts (spunks), or undershirts as outerwear;
7. Going barefoot during school; Special shoes for PE may be required.
8. Wearing caps or hats in the school building;
9. Wearing clothing, accessories, makeup, hair styles/arrangements or decorations that are deemed by the administration to cause a substantial and material disruption to school operations.
10. Shorts are required under skirts & dresses.
11. Shorts or pants will not have holes above fingertips without backing behind holes
12. A student's hair shall not be in a student's eyes and should be kept out of their face to prevent any disruption of the learning process. This shall be enforced at the discretion of the administration.
13. Students wearing leggings/tights must wear a shirt/blouse that extends past the students buttocks.

When a student has worn unacceptable clothing to school, the student may be required to go home and change, have acceptable clothing brought from home or wear clothing provided by the school.

### **Expectations for Playground, Hall, Lunchroom, & Common Areas**

Teachers approved by the Principal will supervise the playground. Supervision will be adequate, so as to afford protection and discipline in all playground areas. All reports of rules violations should be brought to the attention of the nearest adult on duty at the time.

I. Playground rules and guidelines include but are NOT limited to the following:

1. Prepare for recess quickly and line up quietly.
2. Wait for an adult before entering the playground.
3. Be a good sport and allow everyone to play. No closed games.
4. Observe equipment safety. No standing on top of the monkey bars, parallel bars. etc.
5. Respect everyone on the playground - all adults and young people.
6. Put all trash and litter in the trash cans.
7. Never throw sticks, stones, snow, ice, (etc.) for any reason.
8. No fighting, play fighting, tackle games, chicken fights, or rough games. (Touch football only.)
9. One at a time on the slide; sitting and feet first.
10. Sit on swings, one person to a swing. Push from behind, no jumping from swings.
11. You must have permission of the adult on duty before you may leave the playground for any reason.
12. Follow all directions given by the adult on duty.
13. Bring in all balls, jump ropes and playground equipment.

14. No standard or regulation bats or balls (metal, wood, hard balls),
  15. No jumping off teeter-totters with someone in the air.
  16. No hanging head, hands, or feet off the merry go round.
- II. Hallway, Library and other rules include but NOT limited to the following:
1. Walk whenever you are going somewhere in the school building and be sure to use a quiet voice when talking with friends.
  2. No gum, candy, or pop is allowed in school except for parties and rewards from teachers that are approved by the principal.
  3. Students are not permitted in the hallway before school and during lunch period unless they are reporting for class, tutoring, or discipline.
  4. Courtesy, respect and common sense are expected of everyone at all times.

### **School Bus Program**

The school district shall provide transportation to and from school for those student residents of the Welch School District who live north of Highway 10 or outside a 1.5 mile radius of the school. School bus stops will be established and located at the discretion of the district. Bus routes to and from students' residency cannot be varied to accommodate student day care facilities or alternative stops not on the original route. Students riding the bus are the school's responsibility and therefore must conform to the rules of the school. The school bus driver has the right to enforce all school rules.

When a student boards the bus, he or she will ride the bus to school or to their home stop unless other arrangements have been made. **Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.** Parents pick up and drop off is located west of the cafeteria door on the concrete slab.

Previous to loading students should:

1. Be on time at the designated bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Respect people and their property while waiting for the bus.
4. Be careful in approaching bus stops.
5. Wait until the bus comes to a complete stop at the loading zone before moving toward the bus and attempting to enter.
6. 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 the use of any form of tobacco, alcohol or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Never tamper with the bus or any of its equipment. The offender shall pay for damage to seats or other parts of the bus.
7. Maintain possession of books, lunches or other articles and keep the aisle clear.
8. Help look after the safety and comfort of small children.
9. Not throw objects in or out of the bus.
10. Remain in their seats while the bus is in motion.
11. Refrain from horseplay and fighting on the bus.
12. Be courteous to fellow pupils, the bus driver and sponsors.
13. Remain quiet while approaching a railroad crossing.
14. Remain in the bus during road emergencies except when it may be hazardous to their safety.
15. Make the bus driver aware of any wireless telecommunication devices they are carrying.
16. Students will be required to wear a mask while on the bus during a pandemic.
17. Students will sit with family groups during a pandemic while on the bus.
18. Students should follow social distancing regulations from CDC guidelines during a pandemic.

Extracurricular Trips:

All bus rider rules apply to all trips under school sponsorship.

### **Library Policies**

1. Books are checked out to students on a weekly basis.
2. Students are financially responsible for books checked out in their names.
3. Magazines, newspapers, and periodicals are to remain in the library. Reference books are to be kept in the library.
4. Students are not permitted to use the library as a place to "hang out" during class.
5. The librarian is in charge of the library. Students being disruptive, non-cooperative, or disrespectful will be subject to discipline measures including restriction of library privileges.

### **Computer lab Rules**

1. Chewing gum, food, and/or drinks are not allowed in the computer lab or anywhere near a computer.
2. Students will not be allowed in any computer lab without adult supervision.
3. No downloading without teacher approval.
4. Respect the equipment. Do not deface or damage any equipment. Do not remove or disconnect parts, cables, or labels.
5. Internet use is limited to teacher assigned activities or class work.
6. Visit only approved or appropriate Internet sites for your assignment.
7. Personal Internet use for chat rooms, instant messaging (IM), or email is strictly prohibited.

8. Talk only when necessary & then quietly so you don't disturb others.
9. Do not download or install any programs, games, or music.
10. Do not personalize the computer settings or change computer settings from original settings. (This includes desktop, screen saver)
11. Do not allow programs to be modified or updated without administrative approval.
12. Limit printing - teacher approved.
13. Make sure you have saved your work.
14. Teachers are expected to closely monitor student activity by frequent screen checks. If using the Internet use URLs that you have visited and are appropriate for the assignment.
15. Students must save to their flash drive or the teacher recommended drive (not the hard drive). Saving to the hard drive will cause the student to lose all of their work.
16. Make sure you have picked up all printed documents.
17. Before leaving the computer lab, students must close all open windows, applications and log out.
18. Leave the computer ready for the next person to use. Pick-up your materials and push in the chair.

Failure to follow the rules in the computer lab will result in the loss of computer privileges or detentions. Misuse of computers or lab facilities could also be grounds for other disciplinary actions on a case-by-case basis by the discretion of the principal.

### **Hazing**

No student of the school district shall participate in or be members of any secret fraternity or organization that is in any degree related to a school activity. No student organization sanctioned or authorized by the board of education shall engage or participate in hazing. Hazing is understood to be any activity, which recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or admission into any organization. Any hazing activity shall be considered to be a forced activity, even if the student willingly participates in the activity. Any student guilty of hazing will be subject to discipline measures including possible suspension.

### **Harassment/Bullying**

Harassment/Bullying of students by other students, personnel, or the public will not be tolerated. This includes while students are on school grounds, in school transportation, or attending school sponsored activities and from any form of harassment/bullying via cell phone or internet (cyber bullying). Harassment/Bullying is intimidation by threats or actual physical violence, the creation of a climate, the use of language/conduct/symbols in such manner as to be commonly understood to convey hatred/contempt/prejudice, or insulting/stigmatizing an individual. Harassment/Bullying includes but is not limited to harassment/bullying on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. Harassment/Bullying will be dealt with according to the discipline policy and can include expulsion. Harassment, bullying and intimidation 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, or insult or demean any student or group of students in such a way as to disrupt or interfere with school's educational mission or the education of any student. Harassment/Bullying will be dealt with according to the discipline policy and can include expulsion.

### **Drug Free Schools**

The board has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Welch standards of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or during activities. Disciplinary measures will be imposed on students who violate this standard of conduct. Sanctions against offenders will include probation, suspension, expulsion, and referral for prosecution.

### **Weapons Free Schools**

It is the policy of the school to comply fully with the Gun Free Schools Act. Any Student in this school district who possesses or uses a firearm at school, at any school sponsored event, or in/upon any school property including school sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or principal may modify the provisions of this policy on a case-by-case basis and report such to the board. Firearms are defined as the following: (a) any weapon (including a starter gun or electric stun gun-taser) which will or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of such weapon; (c) any firearm muffler or silencer; and (d) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket with more than a four ounce propellant charge, missile with an explosive incendiary charge of more than ¼ ounce, mine, or any device similar to the above. Such firearms or weapons will be confiscated and released only to a law enforcement authority.

Additionally, school policy prohibits students from having in their possession on any school property or school transportation any weapon defined below:

- (1) Pistol, revolver, rifle;
- (2) Dagger, bowie knife, dirk knife, switchblade knife, spring type knife, knife having a blade which opens automatically;
- (3) Blackjack, loaded cane, billy club, hand chain, metal knuckles; and
- (4) Any other offensive weapon or taser.

Any student having this type of weapon on school grounds or school transportation will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester (weapons other than firearms) or up to one full calendar year or longer (for firearms). Length of the suspension will be determined by the superintendent and the principal on a case-by-case basis.

A gun or knife designated for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-defense Act, will not be in violation as long as the vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.

### **Search of Students**

The superintendent, principal, and authorized personnel have the authority to search a student and a student's property when there is reasonable suspicion for such searches. These designated school personnel may detain and search students on school premises, while attending school or in transit of any school sponsored activity or function.

A student may be searched if there is reasonable suspicion that the student may have dangerous weapons, controlled dangerous substances, alcohol, stolen property, or any other item disruptive to school operations or in violation to student discipline rules. Any controlled dangerous substances seized from a student or other person will be immediately turned over to law enforcement authorities.

Students using school lockers, desks, or other school storage areas should have no expectation of privacy as to the contents of such storage areas on school property. Lockers, desks, and other storage areas may be subject to searches at any time with or without reasonable suspicion. Students should not use any school area or property to contain any item that should not be at school.

Authorized personnel conducting a search will have the authority to detain the student(s) in order to preserve any contraband seized. Any personal searches will be conducted by an authorized person of the same sex as the person being searched and will be witnessed by one other authorized person of the same sex as the person being searched. Strip searches are forbidden and no clothing except cold weather outer garments will be removed before or during a search. Any object, material, or instrument commonly recognized as unlawful or prohibited may be seized in a lawful search. Any items that pose a threat to students, the student body, or other school personnel can be seized and held for release to the proper authority. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful/prohibited items may be suspended on a long-term basis.

### **Drugs, Alcohol, Contraband Searches**

Searches of school grounds and property will be conducted during periodic unannounced visits during or after school hours at the discretion of the administration. Student lockers, vehicles, desks, or any area of concealment are subject to search. If a search dog signals the presence of illegal drugs, alcohol, or contraband, the area, place, or thing of concealment will be searched by law enforcement or the administration. Students will not be the targets of dog searches. However, if a search dog signals the presence of illegal material on the person of a student, a further search of that student's outer garments, purse, backpack, or other item of concealment will be conducted by law enforcement or the administration.

Dog searches, which disclose the presence of any material prohibited by school policy, may lead to further investigation by the administration and law enforcement. Disciplinary action will follow which may include suspension or expulsion.

### **Wireless Telecommunication Devices**

Students may possess wireless telecommunication devices (cell phone) while on school premises, while in transit under the authority of the school, or while attending any school-sponsored function upon completion of the Welch Public Schools telecommunication agreement form. It is the responsibility of the student to insure that the wireless telecommunication device (cell phone) **must remain off and not visible from 8:00 a.m. - 3:35 p.m.** Cell phones are not to be used while riding the bus to and from school (except in the case of an emergency).

Students found to be using electronic communication devices for any illegal purpose, to violate privacy, or in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to disciplinary steps as per the telecommunication agreement. Possession of a wireless telecommunication device without an agreement on file will automatically be considered as a second offense violation.

Students found to be in violation of the agreement shall be subject to disciplinary actions including:

First offense: After school detention

Second offense: Saturday School

Third offense: One Full Day of In School Suspension

Fourth Offense: Confiscation of the device and parent must pick up the device. Student will not be allowed to bring device on campus the remainder of the school year.

Any student refusing the terms of the above policy will face out of school suspension.

Welch Public Schools will not be responsible for any lost, stolen or damaged wireless telecommunication devices (cell phones) possessed by students.

### **Distracting Devices**

Students are not permitted to have tape players, CD players, radios, televisions, mp3 players (ipods) and etc. on school grounds or in class during regular school hours. Any item that is seen as being disruptive to the educational process will be confiscated. Items mentioned above may be lost or stolen when brought to school.

### **Self-defense Chemicals**

Pepper gas and other types of chemicals sold for self-defense is not allowed at school or school related activities. Violation of this policy will result in disciplinary action.

### **Truancy**

A student is considered truant when absent from the classroom without the knowledge of the teacher, administration, or parent. Truancy will result in an unexcused absence and appropriate disciplinary action. The first offense will result in after school detention at the rate of one

hour per every hour of school missed. Additional offenses may result in additional disciplinary measures inclusive of student suspension. Truant students may also be referred to the district attorney.

### **Gang Activity**

Membership in secret fraternities, sororities, clubs, or gangs not sponsored by established agencies or organizations is prohibited. Gangs that initiate, advocate, or promote activities that threaten the safety/well being of persons/property on school grounds or disrupt the school environment are harmful to the educational process and will not be permitted. The use of hand signals, graffiti, or the presence of any apparel/jewelry/manner of grooming which indicate membership /affiliation with a group that presents a clear and present danger to the school environment and community are prohibited. Incidents involving initiations, hazing, or intimidation related to such group affiliations that cause bodily danger, physical harm, mental harm, or personal degradation to students is prohibited. Any student wearing, carrying, or displaying gang paraphernalia, exhibiting behavior or gestures which symbolize gang membership, or causing/participating in which affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

### **Sexual Harassment**

Discrimination or harassment of any student on the basis of sex is forbidden. Sexual harassment by school employees or students will not be tolerated. This includes all school district employees, Welch Public School students, and all non-employee volunteers.

Repeated occurrence of activities such as verbal or physical sexual advances, subtle pressure for sexual activity, touching, punching, patting, brushing against, comments concerning physical or personality characteristics of a sexual nature, or sexually oriented teasing/jokes can be considered as sexual harassment. Additionally, demeaning written or verbal comments, unwanted discussions about sexual matters, and inappropriate hugging or touching may also constitute sexual harassment.

It is sexual harassment for any school employee to solicit sexual favors or attention from students. Any romantic or sexual affiliation between school personnel and students will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension/termination/prosecution of the employee. According to state statutes, any school employee who engages in sexual relations with a student under the age of eighteen is guilty of rape.

It is the policy of the board of education to encourage victims of sexual harassment to come forward with such claims. Students who feel that school personnel or other students are subjecting them to sexual harassment are encouraged to report those incidents to the principal or superintendent. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions including but not limited to warning, suspension, or other appropriate punishment.

### **Public Display of Affection**

Socializing at school is an important part of growing and maturing. However, interaction must be kept in a friendly, yet not intimate, manner. Personal contact or embracing is inappropriate at school. If you are seen interacting intimately, you will be warned. Another incident will merit disciplinary action. **Kissing, embracing, holding hands, sitting on each other's lap is not permissible.**

### **CHROMEBOOK**

Students may be issued a Chromebook computer for instructional usage.

In this agreement, "Student" means the person enrolled in the WPS. "You" and "Your" means the parent/guardian and student enrolled in the WPS. "Chromebook" is a laptop computer lent to students and owned by WPS with the serial numbers and/or asset tag listed on the signature page.

The following are the requirements that accompany school-issued Chromebooks:

#### **(1) Terms of Chromebook Use Agreement**

Before a Chromebook can be issued to your child, please return this document signed and understand that students will be responsible for fees associated with damaged, lost, or stolen Chromebooks.

It is important for you and your child to comply at all times with the WPS Internet Use Policy, incorporated herein by reference and made a part hereof for all purposes, as well as the guidelines for acceptable use of technology resources established in Board Policy, Administrative Regulation and the Code of Conduct. Any failure to comply may terminate your rights of possession effective immediately and Welch High School may repossess the Chromebook.

#### **(2) Title**

Welch Public School District has and shall at all times under this agreement maintain legal title to the Chromebook. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this Chromebook Use Agreement.

#### **(3) Loss or Damage**

If your assigned Chromebook is damaged, lost, or stolen, you Student/Parent are responsible for the cost of that device if not covered under manufacturer warranty.

(See chart on page 3 for estimated value. Prices are Subject to Change)

Loss or theft of your Chromebook must be reported immediately to administration or your teacher, and in no event later than the next school day after the occurrence.

#### **(4) Term of Agreement**

Your right to use and possess the Chromebook terminates no later than the last day of the school year, unless earlier terminated by WPSD or upon withdrawal from the School District.

#### **(5) Appropriation**

Your failure to timely return the Chromebook and the continued use of it for non-school purposes without the consent of WPSD may be considered unlawful appropriation of WPSD property.

**(6) Repossession**

If you do not timely and fully comply with all terms of this Chromebook Use Agreement, including the timely return of the Chromebook, WPSD shall be entitled to declare you in default and come to your place of residence or other location of the device to take possession of the Chromebook.

**(7) General Chromebook Rules**

*Inappropriate Content*

- (A) Inappropriate content will not be allowed on Chromebooks
- (B) Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- (C) You will be charged for replacement parts if damaged or is damaged beyond repair.

*Deleting Files*

- (D) Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure; will interfere with your ability to complete class work, and may affect your grades.
- (E) Do not loan Chromebooks to other students.
- (F) Do not borrow a Chromebook from another student.
- (G) Do NOT share passwords or login credentials, Music, Video Games, or Programs.
- (H) Music, videos, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- (I) Copyright infringement also violates the WPSD Internet agreement, and could lead to limitation or suspension of your Internet use and services.
- (J) Your Chromebook will be confiscated if you are found with illegally downloaded or distributed files on your device. Your device will be re-imaged, and you will be charged a \$15 re-imaging fee.

*Unauthorized Access*

- (K) Access to another person’s account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

*Transporting Chromebooks*

- (L) To prevent damage, Chromebooks should be in a protective sleeve and inside backpacks between classes.

*Charging Chromebooks*

- (M) Students are expected to charge the Chromebook every night.

*Altering OS Configuration*

- (N) Any tampering, changing, hacking, or modifying the ChromeBook OS or ChromeBook without consent from WPS Administration is a direct violation. Devices will be removed from Student(s) and will be factory wipe and reset.

*Data Responsibility*

- (O) WPS is not responsible for any destruction or loss of personal data. Student(s) are responsible for all personal data on devices.

**(8) Disciplinary Action**

- (P) If failure to comply with ChromeBook Policy and WPS Internet Policy will result in disciplinary action but School Principals/Superintendent.

**(9) Cost if Damaged or Lost**

- (Q) If a device is lost, stolen, or damaged the parent/guardian must pay for all damage with depreciation.

**GENERAL INFORMATION**

**Student Information**

Information such as scheduled activities, sporting events, and school closings can be found on the school website. A weekly event/menu calendar is published by the school office and it includes school events and the cafeteria menu. This may be obtained through the elementary and secondary school offices, or at [welchwildcats.net](http://welchwildcats.net). The One Callnow service will be used periodically to help remind parents/students of upcoming events and or deadlines.

**Welch Elementary School Bell Schedule**

1 <sup>st</sup> Period	8:00	to	8:55
2 <sup>nd</sup> Period	8:59	to	9:51
3 <sup>rd</sup> Period	9:55	to	10:47
Lunch Period (PK – 2 <sup>nd</sup> ) & Recess (3 <sup>rd</sup> – 5 <sup>th</sup> )	10:51	to	11:16
Lunch Period (3 <sup>rd</sup> – 5 <sup>th</sup> ) & Recess (PK – 2 <sup>nd</sup> )	11:16	to	11:43
4 <sup>th</sup> Period	11:43	to	12:39
5 <sup>th</sup> Period	12:43	to	1:33
Recess - 3rd - 5th grade	1:33	to	1:45
6 <sup>th</sup> Period	1:37	to	2:27
Recess - K - 2nd	2:27	to	2:45
7 <sup>th</sup> Period	2:45	to	3:21
Encore - 3rd - 5th Grades	2:45	to	3:16

### School Cancellation

In case of school cancellation for any reason, the One CallNow telephone service will be used, therefore it is important for parents to make certain the office has current telephone numbers.

### Student Admission

Students entering Welch Public Schools for the first time are required to furnish official proof of date of birth, social security card, proper immunization records and complete all necessary paperwork for enrollment. Students will not be allowed to attend school, until all paperwork is completed and turned into the office. Upon admission, the student will be placed in the grade that is consistent with previous academic success verified by valid student records. Students may attend public schools up to the age of 21. Overage students may be admitted at the discretion of the administration and upon payment of tuition. The Board of Education of District I-17 Welch, Oklahoma supports a policy of nondiscrimination with regard to student admission. Student admission will not be based upon race, sex, national origin, religion, or creed.

### Student Residency

The residence of any child for school purposes is the legal residence of the parents, guardian, or person who has legal custody of the child that holds legal residence within the district and contributes in a major degree to the support of such child. An entirely self supporting student is considered a resident of the school district if the student lives and attends school in Welch. Issues of residency are subject to administrative and Board approval.

The district may require evidence of legal residence within the district to determine eligibility to attend Welch Schools. Such evidence would include proof of local tax payment, a valid lease agreement, proof of utility payment, a valid Oklahoma vehicle operator license, valid vehicle registration, proof of voter registration, or a notarized affidavit verifying residency/custody. Without legal residency in the Welch School District, a student must have an approved transfer in order to attend Welch Schools. According to the Open Transfer Law, ultimate approval for transfers resides with the receiving district. Open transfer applications must be submitted by April 1 for the following year.

### Lunch Break

\*Elementary- We maintain a closed campus for Welch Elementary Students. Students may not leave for lunch unless their parents pick them up. There are three options for students eating lunch:

1. Cafeteria
2. Bring a sack lunch from home (juice or milk only – no soda)
3. Parents pick up students for lunch

### Breakfast and Lunch Fees

Breakfast and lunch are prepared for students each school day in the cafeteria. The following charges apply and are subject to periodic change. Meals are available at full and reduced prices. Free/Reduced Lunch Applications are available in the office. Eligibility for reduced prices is contingent upon income. Applications should be made at the beginning of each school year. **Breakfast will be served at 7:50AM through the grab and go method. Students will eat breakfast in their classroom.**

<b>Breakfast</b>	Reduced Student	\$ .30	<b>Lunch</b>	Reduced Student	\$0.40
	Full Student	\$1.25		Full Student	\$2.50
	Adult	\$2.25		Adult	\$3.95

A la carte Items range from \$.50 to \$2.00  
Weekly payments of breakfast/lunch fees are required.

### Lunch Payments

Twenty (\$20.00) is the maximum amount a student may charge. Student accounts that exceed \$20.00 have one week to pay the account in full. Students who exceed the \$20.00 will no longer be served cafeteria meals. Instead, a reimbursable meal of a sandwich, fruit and milk will be served and charged to that student until their account is paid in full. After that week, students will become ineligible to participate in extracurricular activities until their account is paid in full. At that time, the student will again be served cafeteria meals and will be eligible to participate in extracurricular activities.

### Holiday Observed During School

Welch Elementary students will observe Constitution Day (September 17) and Veterans Day each year through a program or activity. In accordance with Senate Bill 17 social studies classes will Celebrate Freedom Week which will include studying and reciting parts of the Declaration of Independence. HB 1756 E PLURIBUS UNUM, IN GOD WE TRUST may be displayed. In addition the following documents may be utilized: Mayflower Compact, the Declaration of Independence, US and State Constitutions, Federalist Papers, Pledge Allegiance, National Anthem, Presidential speeches, Act/records of Congress, Supreme Court Decisions.

### Moment of Silence

Welch Elementary students will observe a moment of silence (1 minute) each morning in their homeroom class before any lesson is taught. The moment of silence will be for the purpose of allowing each student to meditate, pray or engage in any silent activity that does not interfere with, distract or impede other students in the exercise of their choice.

## Prayer in Schools

As part of the implementation of the NO Child Left Behind Act of 2001, Welch Schools has no policy that prevents, or otherwise denied participation in constitutionally protected prayer in public schools.

## Freedom Week

Freedom Week will be celebrated in the elementary each year to further educate our students of the freedoms we have as American Citizens.

## Immunization

School districts are required to implement new immunization requirements and enforce the immunization laws. Students will not be allowed to attend the Welch Public Schools without a copy of up to date shot records. Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. The following list includes vaccines required by grade levels. Further information can be obtained by calling the Immunization Service, Oklahoma State Department of Health, at (405) 271-4073.

### Guide to Immunization Requirements in Oklahoma

<u>Preschool to Age 4</u>	<u>KDG thru 6<sup>th</sup></u>	<u>Before entering 7<sup>th</sup> Grade</u>
4 DTP/DTap/Td	5DTP/DTap/Td	1 dose Tdap
3 Polio	4 Polio	5DTP/DTap/Td & 4 Polio
1 MMR	2 MMR	2 MMR
3 Heb B	3 Heb B	3 Heb B
2 Hep A	2 Hep A	2 Hep A
Varicella	Varicella	Varicella

Immunization Clinics are held at the Craig County Health Department located at 115 East Delaware in Vinita (918 256-7531). The clinics are offered on Tuesdays, Wednesdays, and Thursdays. On Tuesday they are held from 8-11 AM and 1-4 PM on a walk in basis. On Wednesday, they are held by appointment only. On Thursdays, they are held from 8-11 AM and 1-4 PM on a walk in basis.

## Medications

Students with a legitimate health need for over-the-counter or prescription medications during school hours are required to bring written parental authorization and the medication to the office. Only prescription medication will be administered on a daily basis. Prescription medication must be in a prescription bottle with dosage instructions listed on the bottle. The principal or his designee will monitor and dispense the medication appropriately. Students found to be in possession of unauthorized medications or drugs at school may be subject to suspension.

## Accidents and Illness

The school staff will make every effort to render quality care and assistance when injury or illness occurs to students. If the school cannot make contact with the parents or guardian, the emergency contact person will be notified. Please make certain the school office is updated if there is a change in emergency telephone numbers for your child.

## Meningitis

Senate Bill 1467 requires school districts to provide students and parents information regarding meningococcal disease. Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Although the risk is extremely low, disease does occur. Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease.

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm-anything an infected person touches with his or her mouth. Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for adolescents entering high school, college freshmen who live in dormitories and people at risk ages 11 – 55.

## MENINGOCOCCAL DISEASE

Meningococcal disease is a serious illness caused by bacteria. It is a leading cause of bacterial meningitis in children 2-12 years of age in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections.

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion, and/or a rash. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from an infected person (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness, and limb amputations.

Anyone can get meningococcal disease, but it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease.

A meningococcal vaccine is available to use among persons ages 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease. The Center of Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11 to 12 years old), adolescents at high school entry (15 years old), if they have not previously been immunized, and for college freshmen living in dormitories. It is suggested that you contact your child's healthcare provider to help you decide if your child should receive this vaccination. For more information visit the following websites: [www.cdc.gov](http://www.cdc.gov), [www.musa.org](http://www.musa.org), or [www.nmaus](http://www.nmaus)

### **Diabetic Students**

Diabetic students and students with diabetic conditions are required to report their condition to the school counselor and or principal. Students will be provided a diabetic plan under the direction of their physician. The plan will assist the school in meeting their specific diabetic requirements.

### **Communicable Disease - Exclusion of Students from School**

A child afflicted with a contagious disease or head lice may be prohibited from attending school until he/she is free from the disease, head lice or nits. If a student is prohibited from attending school because of head lice, the student may not re-enter school until presenting proof that he/she is no longer afflicted and is free from head lice and nits. Students will only be checked for head lice one time daily. This certification may be from either a health professional or an authorized representative of the State Department of Health.

The decision to exclude a child from school for communicable disease conditions will be made on an individual basis based on the following criteria:

1. The appropriate medical confirmation of the disease;
2. The degree of life threatening potential of the disease;
3. The degree of communicability of the disease within the given environment; and
4. The recommendations and/or the requirements about the disease from public health officials.

### **Vision Screening**

Senate Bill 1795 states that a parent or guardian of each student enrolled in Kindergarten, first, and third grades at a public school must provide proof that their student passed a vision screening within the last twelve months. This information must be provided within 30 days of the beginning of school. Welch Public School will provide free eye screenings each year for all students PK – 5.

### **Student Records**

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, or school counselor for his or her own use and not available to others are exempted from this definition. The school will require prior consent before information such as cumulative files, transcripts, standardized test scores, grades, IEP information, immunization history, etc. may be divulged to third parties. An exception exists for school district employees who have legitimate interests in viewing records as well as officials in other school districts in which the student seeks to enroll. A school district in which a student is enrolled may request the student's education records from any district in which the student was previously enrolled. Records, including discipline records, will be forwarded to the requesting school district.

The school district will maintain and release directory information without the parents prior consent unless the parent notifies the district in writing within ten days of the distribution of the Student Handbook each year that such information should not be released without prior consent. Directory information includes the following: (1) name, address, telephone number, and the date and place of birth;

(2) parent/guardian's name, address, and telephone number; (3) major field of study and grade level classification; (4) student's participation in officially recognized activities and sports; (5) weight and height of members of athletic teams; (6) dates of attendance, enrollment, withdrawal, and re-entry; (7) diplomas, certificates, awards, and honors received; and (8) most recent previous educational agency or institution attended by the student. Directory information can be used on the school Internet web page. The school district shall not be responsible for the posting of any student information on any unauthorized Internet web page.

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and school district policy: (1) to inspect and review the student's education record; (2) to exercise a limited control over other people's access to the student's education record; (3) to seek to correct the student's education record, in a hearing if necessary; (4) to report violations of FERPA to the Department of Education; and (5) to be informed about FERPA rights. All rights and protections given to parents under FERPA and this policy transfer to the student when the student reaches 18 years of age or enrolls in a post-secondary school. The parent/guardian of a student or an eligible student may inspect the student's education records upon making a written request. Upon request, copies of student education records will be provided at \$.10 per sheet.

### **Student Physicals**

All students who participate in competitive sports are required to have a physical examination each year and to have a completed physical examination form on file at the school. The district is not responsible for the cost of student physicals. During the month of May, unless extenuating circumstances occur. Physicals are considered by the activity association to be valid for one calendar year. Thus, the May physical will be valid through the month of May of the succeeding school year. Students who do not or are unable to take advantage of this service must schedule a physical examination with their personal physician. No student will be permitted to participate in competitive sports before having a physical examination conducted by a certified physician.

### **Student Insurance**

All students are encouraged to purchase school accident insurance unless they already have equal or better coverage. Insurance applications are available to students, upon request, throughout the school year. Welch Public Schools assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities.

### **Physical Education Class**

All students will participate in physical education (PE) classes to promote the importance of health and exercise. Students will participate in class unless a written note is given to the office from a physician or parent stating a student is suffering from an injury or illness and is unable to participate. Excessive nonparticipation will require a written note from a physician and a permission date to return to physical activity.

A comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades PK – 12. Evaluation procedures will utilize classroom-based assessments or other strategies will be utilized each school year.

All students in grades K through five are required to complete an average of 60 instructional minutes per week of physical education and 60 minutes of physical activity. The 60 minutes of physical activities may include, but are not limited to, physical education, exercise programs, fitness breaks, recess classroom activities, and wellness and nutrition education.

In addition to required physical education, students at the elementary level will have the opportunity to participate in daily recess and physical activity. The district will provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play.

The school district may exclude from participation in physical education or exercise programs for those students who have been placed into an in-house suspension or determination class or placement or those students who are under an in-school restriction or are subject to an administrative disciplinary action.

Oklahoma Kids Fitness Challenge Act: This district will implement the physical activity program for public school students in the fifth grade as established by the State Board of Education. Fitness challenges adopted by the President's Council of Physical Fitness and Sports will be incorporated into the program. **Senate Bill 186:** All elementary students will receive at least 120 minutes per week of physical education.

### **Extracurricular Activity Transportation**

The school will provide for and furnish transportation to all extracurricular activities. Students may not ride in private vehicles or drive their own vehicles to or from any extracurricular activity or school-sponsored trip. No exceptions will be made without a formal request from the parent/guardian and consent from the principal and the activity's sponsor.

### **Parent Teacher Conferences**

Parent Teacher Conferences will be held once each semester. Parents are encouraged to visit with teachers during these times about their child's grades, behavior, and academic progress. Parents are encouraged to visit with teachers during these times about their child's grades, behavior, and academic progress. PALS Night will be held at the beginning of each school year to allow parents the opportunity to visit their child's classroom and listen to the teacher explain classroom expectations and the class syllabus.

### **Student Publications**

The appropriate sponsor will appoint student staff members of school-sponsored publications. The sponsor, in conjunction with the administration, will determine the articles to be printed and will approve the content of those articles. According to Student Publication Regulations, written material may be restricted or prohibited when expression is inappropriate to the maturity level of students or a disruption to the educational process. The student newspaper or other publications published in connection with any part of the school curriculum may be distributed among the student body. However, such publications will not constitute a public forum and only articles solicited by the sponsor will be printed. Students will be permitted reasonable latitude in writing, composing, and publishing articles that deal with education and contemporary events or personages. Publications will not contain articles, advertisements, photographs, drawings, or other visuals that may interfere with the education process. Obscenity, profanity, or vulgarity is expressly prohibited from publication.

### **Disability Accommodations**

It is the policy of Welch Public Schools to take reasonable steps to accommodate students, patrons, and visitors with disabilities. The district is dedicated to addressing the needs of the disabled and providing for accessibility to school facilities. For accessibility needs or concerns, please contact the Section 504 Coordinator, High School Principal, Kent Haskell at 918- 788-3222 between 8:00 AM and 3:35 PM. Providing for accessibility and usability of school facilities during the school day and at school events is a primary concern.

### **Process for Lodging a Complaint**

When a complaint is lodged, the individual or group involved is advised to take the concern to the appropriate staff member, teacher, supervisor, principal, or the superintendent. The proper channeling of complaints is as follows:

1. Teacher or supervisor;
2. Building administrator;
3. Superintendent; and
4. Board of Education.

Complaints will be channeled to the proper individual within this framework.

Initially, the complaint will be discussed by the complainant and the person(s) against whom the complaint is registered. The object of this meeting will be to resolve the matter informally. If the complaint is not satisfactorily resolved, the reasons for the complaint and the relief

desired will be presented to the principal. If the principal's decision and or action fail to bring resolution to the issue, a written appeal may be made to the superintendent.

The written appeal should include the reasons for the complaint and the relief desired. The superintendent's ruling will be made and presented to the complainant. If there is disagreement with this ruling, a final written appeal may be made to the Board of Education. This appeal should be directed to the Clerk of the Board. The Board will meet on the matter at the next regularly scheduled Board meeting, provided the appeal is received by the Clerk of the Board far enough in advance to place it on the agenda. The appeal will be heard in open meeting. The Board will render its decision. The Board will not consider or act on complaints that have not been previously explored at the appropriate administrative level.

### **Withdrawal and Dropping Out**

When it becomes necessary for the student to withdraw from school in order to move to another district, the student will notify the principal to begin the checkout process. All district owned books, supplies, and equipment must be returned to the teachers who checked them out. Withdrawal will be complete when all teachers have signed off on the withdrawal form, all fees/refunds are paid, and the withdrawal form is turned into the office. Student transcripts and other cumulative records will be forwarded upon a formal request for records made by the receiving district.

Students are required by law to attend school until the age of 16. Any student that drops out or quits school from the Welch School District will be reported to the Department of Public Safety. According to state law, that individual will not be permitted to have a driver's license until reaching the age of 18.

### **Changing Classes**

Students will have the opportunity to drop/change a class during the first week of each semester. Students will only be permitted to add/drop according to the following criteria:

1. Administration approval;
2. Counselor approval;
3. Parental approval
4. The schedule will allow the change;
5. The course change must be approved by the receiving teacher.

### **Crisis Management**

In order to appropriately respond to various types of emergencies, four action plans have been developed to insure the health and safety of students and staff. The four Plans include (1) The Shelter Plan; (2) The Evacuation Plan; (3) The Go Home Plan; and the Lock Down Plan.

1. The Shelter Plan is utilized when it is safer inside than outside. Sheltering is called for in cases of severe storms or tornadoes. Sheltering areas generally include interior classrooms and hallways. The signal indicating time to seek shelter is the alarm bell ringing in short bursts. Periodic Sheltering Drills will be held throughout the school year. Sheltering area diagrams are posted in classrooms.
2. The Evacuation Plan is utilized in case of fire, gas leak, chemical spill, or bomb threat. This includes evacuation of the building. In some circumstances, the emergency may require that students be housed temporarily in another location. Alternative sites where students may be temporarily housed include the Welch Civic Auditorium, the Welch First Baptist Church, and the Welch First Christian Church. The signal for an evacuation is the continuous ringing of the alarm bell. Evacuation (fire) drills will be held throughout the school year. Evacuation routes are posted in classrooms.
3. The Go Home Plan meets the need to return students to their homes as quickly as possible. This plan will be implemented upon authorization of the superintendent in such cases as closing school during the school day due to the onset of flooding. Parents will be notified and all students will be ushered home.
4. The Lock Down Plan requires building occupants to lock all doors from the inside and remain in classrooms until the all-clear signal is given. Lock down means staying put inside classrooms or offices, with doors locked, until the danger has passed or been removed. The plan would be implemented in the instance of an unauthorized dangerous intruder. Notification would be made to all areas of the building over the intercom.

### **Fire/Tornado and Safety Drills**

Students will participate in fire/tornado and safety drills throughout the school year. Fire drills will be conducted once within the first 15 days of each semester. Tornado drills will be conducted at least twice yearly, one in the month of September and another in the month of March. Safety drills will be conducted four times yearly. Safety drills will be conducted once within the first 15 days of each semester and two others throughout the year.

### **Inclement Weather Procedures**

*Inclement weather watches and warnings will be monitored by the School office Warnings will be a series of short rings of the bell or a series of short blasts of a whistle.*

1. Students should proceed to their designated areas following the route as instructed by the teacher.
2. Teachers are to close classroom doors.
3. Teachers should keep their class rosters with them and follow behind their classes to be sure students are following the drill procedure and to verify student count.
4. Wait for the clear signal before returning to the classroom.
5. School buses will not be loaded in the event of threatening weather at dismissal time.

6. Building principals will check to make sure all personnel are in a tornado shelter area.
7. Superintendent or designated staff will check all out buildings (bus barn, field houses) and verify no staff or students are present.
8. School buses will not be loaded in case of a tornado warning at dismissal time. (If warning is issued after leaving school return to school if possible and get students into tornado shelters. If an approaching tornado, unload students in the safest location and notify the school of location.)
9. Leaders of afterschool activities should become familiar with evacuation protocol and location of safe rooms.

### **Student Fees, Fines, and Charges**

Students are expected to bear financial responsibility for the following:

1. Any student organization/club membership dues, as well as any fees/charges for attendance at extracurricular activities where membership or attendance is voluntary;
2. Fees for materials used in construction of student projects;
3. Items of personal use including student publications, class rings, annuals, letter jackets, commencement caps/gowns, and graduation announcements;
4. Voluntary student insurance;
5. Musical instrument rental fees;
6. Items of personal apparel that become the property of the student and are used in extracurricular activities;
7. Damaged or lost instructional materials or textbooks;
8. Damaged or lost sports equipment checked out to the student;
9. Fees for damaged or overdue library books;
10. Any damage to school property or equipment; and
11. Other fees, fines, or charges permitted or required by law
12. Elementary Fundraiser Fee (\$25)
13. Chrome Book Fee \$20

All fees, fines, or charges must be paid for by the end of the school year or before a student officially withdraws from the school district. Diplomas will be withheld until graduates pay all outstanding charges.

### **Fundraiser Fee**

Welch Elementary School will not participate in yearly fundraiser sales. Each student grades pre-k – 5<sup>th</sup> will pay a yearly fundraiser fee of **\$25.00**. This fee will be used to fund all rewards and any field trips or reward trips that may be taken, end of the year awards, incentive rewards, classroom materials and other miscellaneous items throughout the year. This fee is non-refundable and may be paid out through installments.

### **Telephone Usage**

School telephones are to be considered as business phones not available for use by students. In case of emergencies, and with proper approval, students will be permitted to use the office telephones (classroom phones are for teacher use only). Cell phones must remain off and not visible from 8:15 a.m. – 3:00 p.m.

### **Food and Drinks in the Library and Classroom**

Students are prohibited from having candy, food, or drinks (soda pop) in the library and classrooms at any time during regular school hours. Exceptions may be made when refreshments or food are a part of a classroom activity/party.

### **Terms and Conditions for Internet Usage**

In order to have access to the Internet, using school district computers, all students must have an Internet Use Agreement on file for the current school year. The agreement must be signed by a parent or guardian and turned in before access is granted to the student. Improper use of school computers or violations of the Internet Use Agreement will result in loss of computer access, disciplinary action, and possible legal action. Seventh (7<sup>th</sup>) grade students will receive instruction on internet safety via the 7<sup>th</sup> grade computer class. Elementary students will be educated on appropriate online behavior, including interaction in social chat rooms, in addition to cyber bullying.

Internet access is now available to students and teachers in the Welch School district. We are very pleased to bring this access to Welch Elementary and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the Welch Elementary by facilitating resource sharing, innovation and communication.

For those not familiar with the term, the Internet is an electronic highway connecting millions of computers and millions of users all over the world. Access to the Internet will enable students to explore thousands of libraries, databases, and other sources of information, while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and District communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist in sharing information with the local community, including parents, social service agencies, government agencies, and business.

Access to computers and people from around the world also avails certain material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the net may contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

In order to have access to the Internet, using school district computers, all students must have an Internet Use Agreement on file for the current school year. The agreement must be signed by a parent or guardian and turned in before access is granted to the student. Improper use of school computers or violations of the Internet Use Agreement will result in loss of computer access, disciplinary action, and possible legal action. Welch public schools students will receive instruction regarding appropriate behavior on social networking sites, chat rooms, and cyber bullying awareness / response. Cyber Smart as well as other appropriate curriculum will be used.

The purpose of this agreement is to ensure that the use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students must obtain parental permission and must have this document signed by a parent or guardian. The signature(s) at the end of this document are legally binding and indicate(s) the party (parties) who have signed has (have) read the terms and conditions carefully and understand(s) their significance.

#### **Internet - Terms and Conditions**

- (1) Students are responsible for good behavior on school computer networks, just as they are in the classroom or school hallway. Generally school rules for behavior and communication apply. Lists of additional specific rules are posted in classrooms.
- (2) The network is provided for students to conduct research and communicate with others under teacher supervision. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of internet privileges. The system administrators will deem what is inappropriate use, and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- (3) Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
- (4) Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- (5) Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- (6) Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, or computer networks will result in cancellation of privileges and possible other discipline.
- (7) Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be permitted.
- (8) Security on any computer system is a high priority, especially since the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.
- (9) Welch Public Schools makes no warranties of any kind, whether expressed or implied, for the services it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
- (10) All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities. Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

#### **Child Internet Protection Act:**

All elementary students will receive instruction regarding appropriate behavior on social networking and chat room sites in reference to cyber-bullying while attending the computer lab throughout the school year.

#### **Library Policies**

1. Books are checked out to students on a weekly basis (no more than two books will be checked out at a time).
2. Students are financially responsible for books checked out in their names.
3. Magazines, newspapers, and periodicals are to remain in the library. Reference books are to be kept in the library.
4. Students are not permitted to use the library as a place to "hang out" during class.
5. The librarian is in charge of the library. Students being disruptive, non-cooperative, or disrespectful will be subject to discipline measures including restriction of library privileges.

#### **Textbooks**

Students will be assigned textbooks and chrome-books by classroom teachers and be held responsible for the care of those textbooks/chromebooks. Students will be required to pay for any lost, damaged, or stolen books/laptops in his/her care.

#### **Visitors at School**

For the safety of students, all visitors are required to check in and receive a visitor's pass at the office as they enter the building. Parents are welcome to visit the school, but must always check in at the office through the main entrance when they arrive. **During a pandemic, all**

visitors should make an appointment before coming to the school. Visits by students not enrolled in the Welch Public Schools are prohibited. All visitors must wear a mask to enter any school building. They will be required to wear a mask the duration of their visit during a pandemic.

### **Unauthorized Persons at School**

The superintendent, principal, or designee has the authority to order any person out of the school building and off school property when it appears that the presence of such a person is a threat to the peaceful conduct of school business and school classes (Ref: 70 O.S. 24-131). Any person who refuses to leave the building or grounds after being ordered to do so will be arrested for trespassing.

### **Non-School Use of School Facilities**

Any outside group or organization that wishes to use school facilities for non-school use must submit a Facility Use Agreement Form to the Board of Education at the last board meeting prior to the date of intended use. Use of the school facilities will be subject to Board Approval. Forms may be picked up in the Elementary/MS or High School Office.

### **Equal Opportunities Policy Notification**

It is the policy of the Welch School District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, sex, or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid, and employment.

### **Student Directory Information**

Each year this school district will give public notice of the categories of information that it considers directory information regarding students in the district. This notice will include a statement notifying parents whether or not the categories set forth as directory information may be used on a school-authorized Internet web page. If the district chooses to use student directory information on its Internet web page, this will be specified in the annual notice. This notice will also include a disclaimer to the effect that the school district shall not be responsible for the posting of any student information on any Internet web page not authorized by the Welch Public Schools Board of Education.

The school will allow ten days from the date of such public notice for parents to inform the superintendent in writing of specific directory information pertaining to such students that should not be released without prior consent of the parents. If the school has notified the parents that it intends to use the directory information on a school-sponsored Internet web page, the parents shall be allowed to object to the use of their child's information on the Internet web page, yet still consent to the school's use of their child's information in other formats. If the parents provide no objection within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

This school district will maintain and release "directory information" without the parent's prior written consent, unless the parent – or student if over 18 – informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information": Student's name, address, telephone listing, and date and place of birth; Parent or lawful custodian's name, address, and telephone listing; Major field of study and grade level classification (example: elementary, 7th grade, sophomore); Student's participation in officially recognized activities and sports; Weight and height of members of athletic teams; Photograph; Electronic mail address; Dates of attendance, dates of enrollment, withdrawal, re-entry; Diplomas, certificates, awards, and honors received; Most recent previous educational agency or institution attended by the student.

### **Asbestos Policy**

Welch Public Schools are annually inspected for asbestos and in compliance with all Environmental Protection Agency rules and regulations concerning asbestos containing material. Please call to schedule an appointment with the Superintendent to discuss a plan.

### **Oklahoma State Test Requirements**

The state mandated Oklahoma State Tests are designed to measure student attainment of skills established in Oklahoma Core Curriculum, the Academic Standards. Grades 3, 4, 5, 6, 7 and 8 shall be administered the state test covering subjects including math, science, reading, and writing. Test dates are scheduled during the spring semester.

### **Proficiency Testing**

Proficiency Tests are available twice a year to students who feel that they can demonstrate 90% proficiency in a particular subject area. Arrangements for testing can be made through the counselor.

### **Guidance and Counseling Program**

The Guidance and Counseling Program of Welch Public Schools is designed and dedicated to meeting the needs of all students. The program is to provide a developmental guidance plan to help students grow intellectually, socially, and emotionally.

The program is directed toward assisting the student in:

- respecting the worth and dignity of self and others;
- becoming a self-directed person in a changing society;
- developing a sense of personal importance and inner security;
- making the transition from home to school, and from school to society;
- developing positive attitudes toward the school setting and the society in which the student lives;
- exploring the world of work;
- developing self-motivation by focusing on decision making skills;

- progressing through each educational level;
- understanding the role of the counselor as a person to confide in with problems or concerns.

The counselor is a member of the teaching team. As a team member, the counselor is concerned for the welfare of the child, instructional goals of the classroom teachers, and communication between the home, school, and community.

### **Student Handbook Acknowledgement**

As a parent/guardian of a Welch Elementary School student, acknowledge the following:

1. My child has received a copy of the Student Handbook;
2. My child is responsible for all of the information contained in this handbook;
3. I have read and understand the rights and policies therein; and
4. My child and I agree to abide by the rules and policies set forth in the handbook.

Handbooks are located in the front of your child's Student Planner.

### **Permission to Photograph/Videotape**

As part of the educational process at Welch Elementary School, photographs, student names and videos may be used for the following:

1. School Newsletters and Publications;
2. Videos of Athletic Competitions;
3. Local Newspapers;
4. School Web Pages;
5. Various Class Activities
6. School FaceBook

### **Spectator Code of Conduct**

The following code of conduct for spectators should serve as a model for sports fans at all school-sponsored athletic events; BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and BELIEVING THAT my conduct is an important part of the school's athletic program, I PLEDGE to act in accordance with the principles.

As a spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
4. Regulate my actions at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat a visiting team and spectators as guests, being courteous and fair.
7. Avoid actions that will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.
17. Believe that the officials are fair and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.
21. Realize that obscene cheers, littering, throwing of objects, and verbal indignities directed toward athletes, spectators, or officials have not place in school athletics

### **Notice to Parents Regarding Child Identification, Location, Screening, and Evaluation**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education.

Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities.

#### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Center coordinate with the Soonerstart Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age and for special education and related services

beginning at age 3. The Oklahoma Area wide Services Information System (OASIS) through a toll free number also provides statewide information and referrals to local schools and other service providers.

### **Screening**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially designed readiness or educational screening instruments. The Regional Education Services Centers provide assistance and consultation to local schools in these efforts.

#### **(A) Readiness Screening**

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

#### **(B) Educational Screening**

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the school district.

(a) Educational screening is implemented for all first grade students each school year.

(b) Second through Eighth grades students shall be screened as needed or upon request from the parent, legal guardian, or teacher.

(c) Students entering the public school system from another state or from within the state without previous educational screening shall be screened within 6 months from the date of such entry.

### **Evaluation**

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

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Welch Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Welch Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District Procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's written consent. In addition, two federal laws require (LEAs) to provide military recruiters, upon request, with three directory information categories- names, addresses, and telephone listings. The height and weight of students in athletics is also considered as directory information.

If you do not want Welch School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Please forward any such requests to the school counselor.

## **Notification of Rights under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Welch School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Welch School District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Welch School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

If there are any questions regarding FERPA policies, please contact Dr. Clark McKeon, Superintendent, and Welch Public Schools at 788-3319.

### **Asbestos Policy**

Welch Public Schools are annually inspected for asbestos and in compliance with all Environmental Protection Agency rules and regulations concerning asbestos containing material. Please call to schedule an appointment with the Superintendent to discuss the plan.

### **Notification of Rights under the Protection of Pupil Rights Amendment**

PPRA affords parents and students who are 18 or emancipated minors certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - (A) Political affiliations or beliefs of the student or student’s parents;
  - (B) Mental or psychological problems of the student or student’s family;
  - (C) Sex behavior or attitudes;
  - (D) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - (E) Critical appraisals of others with whom respondents have close family relationships;
  - (F) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - (G) Religious practices, affiliations, or beliefs of the students or parents;
  - (H) Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of-
  - (A) Any other protected information survey, regardless of funding;
  - (B) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student.
  - (C) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.
3. Inspect, upon request and before administration or use-
  - (A) Protected information surveys of students;
  - (B) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - (C) Instructional material used as part of the educational curriculum.

Welch Schools has developed policies to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Welch Schools will notify parents and eligible students the approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

### **No Child Left Behind Act of 2001**

The parents of each student attending school, may request and the district provide (in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum the following:

1. Whether the teacher has met State Qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. As part of the implementation of the No Child Left Behind Act of 2001, Welch Schools has no policy that prevents, or otherwise denied participation in constitutionally protected prayer in public schools.

### **Highly Qualified Teachers**

Parents of Title I students have the right to request and receive information on the professional qualifications of their children's classroom teachers and paraprofessionals. **Parental Notice**

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not qualified.

### **Reading Sufficiency Act**

Beginning with the 1998-99 school year, each student enrolled in Kindergarten, First, Second, and Third grades of the public schools of Oklahoma shall be assessed by multiple, ongoing assessments for the acquisition of reading skills for the grade level in which that student is enrolled. Before the close of each school year, except for students who are on an individualized education program, have limited English proficiency or for which English is a second language, found not to be reading at the appropriate grade level shall be provided a reading assessment plan which shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level reading skills. The plan shall include, but not be limited to:

1. Sufficient additional in-school instructional time for the development of reading and comprehension skills of the student.
2. If necessary, tutorial instruction after regular school hours, on Saturdays and during the summer.
3. The six essential elements of reading instruction: phoneme awareness, phonics, spelling, reading fluency, vocabulary and comprehension.

The student shall be reassessed at the conclusion of the program of instruction. The program of instruction shall continue until the student is determined to be reading at or above grade level. The student may continue to progress to the next grade level while the tutorial reading instruction continues.

1. Every school district shall adopt and annually update a district reading sufficiency plan which shall be submitted to and approved by the State Board of Education as a part of each district's Comprehensive Local Education Plan. The district reading sufficiency plan shall include a plan for each site and which includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized, and which outlines how each school site will comply with the provisions of the Reading Sufficiency Act.
2. Each school site shall establish a committee composed of educators, which if possible shall include a certified reading specialist, to determine the reading assessment plan for each student for whom one is necessary. A parent or guardian of the student shall be included in the development of the reading assessment plan for that student.

For any third grade student in need of remediation as determined by multiple ongoing assessments and reading assessments administered in the Oklahoma School Testing Program, a new reading assessment plan shall be developed as specified in this section and implemented. In addition to other requirements of this act, the plan shall include specialized tutoring and may include a recommendation as to whether the student should be retained in the third grade at the close of that year. The parent or guardian of the student shall be included in the retention consideration.

Copies of the results of the assessments administered shall be made a part of the permanent record of each.

House Bill 1621 Summer Academy Reading Program was implemented in 2006. Students determined not to be reading at grade level, based on an approved Reading Sufficiency Act assessment (Dynamic Indicators of Basic Early Literacy Skills-DIBELS, Literacy First Assessment Battery, and Basic Early Assessment of Reading-BEAR) during the third quarter of a school year, shall be eligible to attend a Summer Academy Reading Program. A teacher who determines a third grade student is unable to meet the competencies required for reading for the completion of third grade and promotion to fourth grade, may have the authority, after consultation with the parent or guardian of the student to recommend that the promotion of the student to the fourth grade is contingent upon the participation in and successful completion of the required competencies for reading by the student at a summer academy or other programs. If the student does not successfully complete the summer academy or other program, the student may be retained in the third grade.

### **School Protection Act – House Bill 1598 states:**

Any student in grades 6 – 12 found to have assaulted, attempted to cause bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or volunteer shall be suspended for the remainder of the current semester and the next consecutive semesters.

It is a misdemeanor for anyone 18 years or older to intentionally make a false accusation of criminal activity against a school employee to law enforcement officials or school district officials.

Authorizes the Court to impose certain sanctions on any student between 7 and 17 years of age who acts with specific intent in making a false accusation of criminal activity against an education employee to law enforcement or school officials.

### **House Bill 1826:**

Welch Elementary School offers the following clubs and organizations:

**Competitive Basketball and Track-**Grades 5 and 6 A team approach to teaching players responsibility, cooperation, discipline, and dependability in order to reach a common goal. It is our goal to teach our players to be responsible, productive citizens in society and to learn that with hard work they can achieve whatever they put their minds to.

**Quiz Bowl – Grades 5 and 6** Provide each team member with the opportunity to learn, develop, and improve academic skills. Provide each member with an atmosphere that encourages mental, social, and emotional maturity.

Open doors for advanced or college placement.

Additional information on any of the above listed clubs or organizations may be obtained through the elementary office.

### **AIDS Prevention Education**

The Welch Board of Education recognizes that Acquired Immune Deficiency Syndrome (AIDS) prevention education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas. Therefore, AIDS prevention education will be taught according to the following schedule.

1. A minimum of once during the period from grade five through grade six
2. A minimum of once during the period of grade seven through grade nine
3. A minimum of once during the period from grade ten through grade twelve

The district's AIDS education program must address, at a minimum, the nature, transmission, prevention and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the students and the subject matter of the course.

The district may develop its own AIDS prevention education curriculum and materials or will use the curriculum developed by the Oklahoma State Department of Education. The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information about AIDS prevention. At least one month prior to teaching AIDS prevention education in any classroom, the district shall conduct for the parents/guardians of the students involved, during the weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

### **RTI – Response to Intervention**

Response to Intervention (RTI) is a general education initiative written into the special education law IDEA 2004. Its purpose is to offer educators a framework in which to structure Early Intervening Services. At its core, RTI aims to support at-risk students by removing barriers to learning.

The five essential elements of RTI:

1. Schools must embrace a comprehensive universal screening process that is administered to all students. School-wide screenings are repeated periodically during the school year and results are used to guide instructional decisions made on behalf of learners with different needs and readiness levels.
2. Classroom teachers implement early intervention.
3. RTI requires the progress of all students, especially those at-risk, to be monitored closely in the regular classroom.
4. Even in classrooms following the RTI model, some students may fail to thrive. If a learner consistently demonstrates the need for additional support, the classroom teacher can share the results of intervention efforts already undertaken in the classroom and work collaboratively with colleagues to explore additional instructional options.
5. If the collaborative team and classroom teacher determines a student requires support in addition to the prescriptive instruction already being provided in the classroom, supplemental services are arranged.

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

In accordance with Oklahoma law, any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFGE. The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

### **Homeless Students**

Welch Public Schools homeless liaison is Mr. Kent Haskell. Homeless students are identified by community agencies, local authorities, and person contact. There are no barriers in place that would keep a homeless student from receiving all opportunities for a free and appropriate education in grades PK – 12. Any child identified as a homeless student would be allowed to participate in all programs and activities. All questions should be directed to the building contacts; Elementary/Middle School: Kim Hall, High School: Kent Haskell.

#### **Foster Care Plan**

Welch Public School's LEA point of contact is Mr. Kent Haskell. The LEA will coordinate with the Child Welfare Agency and Tribal Child Welfare Agencies to implement the Title I educational stability provisions. Foster care students are identified by community agencies, local authorities, and personal contact. There are no barriers in place that would keep a foster care student from receiving all opportunities for a free and appropriate education in grades PK – 12. A copy of the foster care plan can be picked up in the office or viewed on the school website. All questions should be directed to the building contacts; Elementary/Middle school: Kim Hall, High School: Kent Haskell.

#### **Child Find Policy**

#### **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING & EVALUATION OF STUDENTS IN THE WELCH PUBLIC SCHOOL DISTRICT UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT (IDEA 2004) LOCAL RESPONSIBILITY**

This notice is to inform parents of the local responsibilities of Welch Public Schools for child identification, location, and evaluation activities to be conducted throughout the school year, in collaboration with other public agencies and community resources. Welch Public Schools must locate and identify children with established or suspected disability conditions, regardless of the severity of the disabilities. Child identification efforts include individuals with disabilities, aged 3 through 21 years, not enrolled in school, as well as those who attend public and private schools, Head Start, State institutions, other child care or treatment facilities, and children transitioning at age 3 from Sooner Start. The requirements for child find also apply to all children who are suspected of being a child with a disability and in need of special education and related services, even though they are advancing from grade to grade. Highly mobile children with disabilities, such as migrant and homeless children, must be included in child find activities.

Welch Public Schools conducts child identification, location, and evaluation activities by providing public awareness, information dissemination through cooperative efforts with local, regional, and statewide public and private entities, including coordination with the Sooner Start Early Intervention (EI) Program under Part C of the IDEA for children who will be transitioning by their 3rd birthday.