



Wellston Board of Education Special Meeting

Thursday, July 23, 2026 6:00 PM Central

Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Tyler Barnes: Present

Christa Coover: Present

Crystal Hull: Present

Bradley Pittman: Present

Brock Terrell: Absent

Present: 4, Absent: 1.

1. Call to Order

Call to order at 18:01

2. Roll Call

4 Members present. Others present include, Susan Wray, Superintendent

Rachel Morley minutes clerk, Clancy Richards MS/HS principle, Cindy Webb

Elementary principle.

Guest present include: Beth Danker, Carrie Morley

3. Establishment of a Quorum

Quorum established

4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Tyler Barnes and seconded by Christa Coover, Carried.

Tyler Barnes: Yea

Christa Coover: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

5. **BUSINESS (ACTION) ITEMS**

5.1. Discussion and possible action on approving contracts and agreements for the 2026-2027 school year.

Motion to approve contracts and agreements for the 2026-2027 school year in mass; items 5.1.1.-5.1.4. This motion, made by Christa Coover and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

5.1.1. Apptegy

5.1.2. Kelly Curry Physical Therapy

5.1.3. IXL

5.1.4. Shoelace Learning

5.2. Discussion and possible action on FY27 activity fund fundraiser requests.

Motion to approve FY27 activity fund fundraiser requests. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

5.3. Discussion and possible action on approving General Fund Payments (Including Child Nutrition and Blanket Purchase Orders).

Motion to approve General Fund Payments (Including Child Nutrition and Blanket Purchase Orders). This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

5.4. Discussion and possible action on approving handbooks for the 2026-2027 school year.

Motion to approve handbooks for the 2026-2027 school year in mass; items 5.4.1.-5.4.3; With discussed corrections. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Tyler Barnes: Yea

Christa Coover: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

5.4.1. Virtual/Blended Academy Handbook & Application

5.4.2. Student Handbook

5.4.3. Faculty & Staff Handbook

5.5. Discussion and possible action on approving OSSBA recommended policies DEE-R Travel and Expenses.

Motion to approve OSSBA recommended policies DEE-R Travel and Expenses. This motion, made by Christa Coover and seconded by Bradley Pittman, Carried.

Tyler Barnes: Yea

Christa Coover: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

6. **PERSONNEL** Discuss and vote to go into executive session to:

(a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1)

Motion to go into executive session at 18:21. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea

Christa Coover: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

6.1. Acknowledge the board's return to open session.

Brad Pittman acknowledged the boards return to sessions 18:42

6.2. Executive Session Minutes Compliance Announcement.

Executive Session Minutes Compliance statement proved by Brad Pittman

- 6.3. Discussion and possible action on approving Jeffrey McKinley for an adjunct teacher certification application in Intermediate Math to teach 6th and 7th grade math for the 2026-2027 school year.

Motion to approve Jeffrey McKinley for an adjunct teacher certification application in Intermediate Math to teach 6th and 7th grade math for the 2026-2027 school year. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent
Yea: 4, Nay: 0, Absent: 1

- 6.4. Discussion and possible action on hiring a secondary history teacher for the 2026-2027 school year.

Motion to approve hiring Jacob Black as a secondary history teacher for the 2026-2027 school year. This motion, made by Bradley Pittman and seconded by Christa Coover, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent
Yea: 4, Nay: 0, Absent: 1

- 6.5. Discussion and possible action on hiring a family support coordinator for the 2026-2027 school year.

motion to approve hiring Carrie Morley as family support coordinator for the 2026-2027 school year. This motion, made by Bradley Pittman and seconded by Christa Coover, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent
Yea: 4, Nay: 0, Absent: 1

- 6.6. Discussion and possible action on hiring a varsity Slow Pitch softball head coach.

Motion to approve the hiring of Carrie Morley as a varsity Slow Pitch softball head coach. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea

Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

- 6.7. Discussion and possible action on approving Elizabeth Finney for an adjunct teacher certification application to teach secondary physical science for the 2026-2027 school year.

Motion to approve Elizabeth Finney for an adjunct teacher certification application to teach secondary physical science for the 2026-2027 school year. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

7. **Adjournment**

Motion to adjourn at 18:43. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Tyler Barnes: Yea
Christa Coover: Yea
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1



Order Form

Date: Jul 23, 2026

Expires: Sep 23, 2026

Apptegy, Inc.

2201 Brookwood Dr. Ste 115

Little Rock, AR 72202

Client Name: Wellston School District, OK ("Client")

Attn: Susan Wray

Address:

Post Office Box 60

Wellston, Oklahoma 74881

Order Summary

Client Start Date: Aug 1, 2026

End Date: Jul 31, 2027

Contract Term: 12 months

Payment Terms: Net 30

Billed at: Start Date

Reference #:

Product	Start Date	End Date	Term	List Price	Discount	Total
Apptegy Suite Subscription (includes Foundations, Messaging Essentials, and Group Connect)	Aug 1, 2026	Jul 31, 2027	12	\$11,532.50	\$1,153.50	\$10,379.00
For up to 450 students						
Total Costs						\$10,379.00

One Time Fees

Name	List Price	Discount	Total
Apptegy Suite Implementation	\$9,500.00	\$7,125.00	\$2,375.00
Total One Time Fees			\$2,375.00

Payment Schedule

Payment Schedule	Amount
Total of the above, collectively, the "Services"	\$12,754.00
Aug 1, 2026	\$12,754.00



Signatures

By signing below, Client agrees to purchase the Services described in this Order Form and acknowledges that this Order Form is governed by and incorporates by reference the Apptegy Services Agreement available at <http://www.apptegy.com/terms/msa> ("Services Agreement"). This Order Form, together with the Services Agreement and any Apptegy-provided addenda or other documents referenced or attached, forms the complete agreement between Apptegy and Client (the "Agreement") and is effective as of the date of Client's signature below. By signing, Client agrees to be bound by the terms of the Agreement.

Wellston School District, OK	
Name	
Title	
Signature	
Date	

Apptegy, Inc.	
Name	Luke Minton
Title	Director, New Business
Signature	
Date	



IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

RENEWAL QUOTE

QUOTE # 1620460-1
DATE: MAY 13, 2026

TO:

Susan Wray
Wellston Elementary School
500 Hayes Dr
Wellston, OK 74881

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Crystal Kirsanova	A19-2615607	August 6, 2026 - August 6, 2027	August 6, 2026

SUBSCRIPTIONS	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL site license (Grades PK-8) Subjects: Math and ELA	275	\$19.50	\$5,362.50
Total Price			\$5,362.50

TOTALS	
Total Subscriptions List Price	\$5,362.50
Grand Total	\$5,362.50

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, [click here](#) or go to <https://www.ixl.com/po-upload> and enter quote # 1620460-1. Paying over \$5,000 via credit card will result in a 3% fee. For international accounts, we can accept wire transfers for an additional fee.



OK SY26-27 (Study) Wellston Public Schools

Wellston Public Schools
700 Birch St
Wellston, Oklahoma 74881
United States

Susan Wray
swray@wellstonschools.org
405-356-2256

Reference: 20260716-102304692
Quote created: July 16, 2026
Quote expires: August 15, 2026
Quote created by: Dr. Kari Stubbs

kari@shoelacelearning.com

Comments from Dr. Kari Stubbs

This order form includes a subsidy for your tournament fee and student licenses. By accepting this subsidy, you agree to participate in the 2026/2027 research study which includes a teacher commitment of 30 minutes of Shoelace game play per week, a pre and post NWEA Map assessment and mid-term teacher surveys.

Products & Services

Item & Description	Quantity	Unit Price	Total
OPSRC Tournament 4 week tournament to boost reading for OPSRC member districts. Includes, technical and teacher onboarding, support and admin data reporting. Prizes to the top 3 classrooms and a grand prize for the top classroom in Oklahoma.	1	\$2,000.00	\$2,000.00
Per Student Pricing (\$15)	200	\$15.00 / year	\$1,600.00 / year after \$1,400.00

Item & Description	Quantity	Unit Price	Total
Cost per student for platform access for one year.			discount for 1 year
Priority Support and Set-up Enterprise set up and rostering with priority support for admins and teachers. Per building cost.	1	\$500.00	\$500.00 for 1 year
Shoelace-Led Onboarding Custom in person onboarding program for admins and teachers. Includes a train the trainer for unlimited trainers. Price per building.	1	\$500.00	\$500.00 for 1 year
Annual subtotal			
\$1,600.00			
after \$1,400.00 discount			
One-time subtotal			
\$3,000.00			
Tournaments and student license fee included in the research program subsidy (\$3,600.00)			
Total			
\$1,000.00			
Total contract value			
\$1,000.00			

Purchase Terms

- Licenses purchased through this proposal are valid for the period of 12 months from the date of implementation unless stated otherwise in above sections.
- No service will be provided without receipt of Purchase Order (PO). The PO should be made out to Eyeread Inc.
- Please refer to our privacy page located on our website for our Terms of Use and Privacy Policy [<https://shoelacelearning.com/terms-and-conditions/>].
- By submitting the Purchase Order (PO), you signal that you accept both policies.
- On behalf of the Shoelace team, we would like to thank you for the opportunity to work with you.

You need to enable JavaScript to run this app.

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Susan Wray

swray@wellstonschools.org

Verify to sign

You have requested a verification email too recently. Please try again in 5 minutes.
There was a problem sending a verification email. Please try again.

Dr. Kari Stubbs

kari@shoelacelearning.com

Verify to sign

You have requested a verification email too recently. Please try again in 5 minutes.

There was a problem sending a verification email. Please try again.

Questions? Contact me



Dr. Kari Stubbs

kari@shoelacelearning.com

Eyeread Inc. - Canada

PO Box 26 Lakeside Stn Main

Lakeside, NS

B3T 1M6

Eyeread Inc. - United States

704 Washington Street,

Unit 214,

S. Easton, MA 02375

United States of A

Download There was a problem downloading the quote. Please try again.

Print quote

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ACTIVITY FUND ACCOUNT

SPONSOR'S NAME Beth Danker

CLUB OR ORGANIZATION FCCLA / FCS

ACCOUNT NAME FCCLA

1. Please list all fundraising activities in which you anticipate your club or organization will participate, i.e., sell of jackets, socks, pictures, coke, etc.

Sell iced coffee	class fees
Boo grams	membership dues
Easter grams	t-shirt sales
Fall Festival-food	
Wellston fair	
Sell buttons	
Parents Night out babysitting	

2. Please list all areas of anticipated expenditures of your club or organization, i.e., entry fees, jackets, flowers, rewards, etc.

Classroom supplies
lab supplies
entry fees
membership dues

ANY FUNDRAISERS OR EXPENDITURES THAT ARE NOT LISTED ON THIS FORM AND APPROVED BY THE BOARD OF EDUCATION WILL NOT BE PERMITTED UNLESS AN UPDATED REQUEST IS PRESENTED TO THE BOARD PRIOR TO THE ACTIVITY.

ACTIVITY FUND ACCOUNT 2026-2027

SPONSOR'S NAME _____ Susan Wray _____

CLUB OR ORGANIZATION _____ Superintendent Office _____

ACCOUNT NAME _____ MISC _____

1. Please list all fundraising activities in which you anticipate your club or organization will participate, i.e., sell of jackets, socks, pictures, coke, etc.

Student Color Run (Upper Grade)

Student Fun Run (Lower Grades)

Site Gift Card Drawing Donations

Fall Food Truck Picnic

Pep Assembly/Games activities

2. Please list all areas of anticipated expenditures of your club or organization, i.e., entry fees, jackets, flowers, rewards, etc.

District-wide meals at professional development and holidays

Teacher appreciation gifts

Professional Development

Gift card drawings for attendance

Flowers

ANY FUNDRAISERS OR EXPENDITURES THAT ARE NOT LISTED ON THIS FORM
AND APPROVED BY THE BOARD OF EDUCATION WILL NOT BE PERMITTED
UNLESS AN UPDATED REQUEST IS PRESENTED TO THE BOARD PRIOR TO THE
ACTIVITY.

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 82 - 200, Fund(s): GENERAL

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	82	07/15/2026	13566	ARVEST	OK SUMMIT	292.00
11	83	07/15/2026	13566	ARVEST	Oklahoma Summit	292.00
11	84	07/15/2026	13566	ARVEST	Ag Ed Summer Conf. Fee Package	870.00
11	85	07/20/2026	275	ROSS TRANSPORTATION, INC.	BUS PARTS	5,000.00
11	86	07/01/2026	13732	WILL MCCONNELL CONSTRUCTION LLC	PLUMBING	8,593.60
11	87	07/10/2026	451	ROSENSTEIN FIST & RINGOLD	LEGAL SERVICES	153.24
11	88	07/01/2026	75	JACKSON ELECTRIC	ELEMENTARY REPAIRS	614.49
11	90	07/23/2026	13566	ARVEST	Oklahoma Summit	200.00
11	91	07/23/2026	13876	NATALIE FESLER	Mileage	200.00
11	92	07/23/2026	12419	BSN LLC	MS Softball Game Jerseys	600.00
11	93	07/23/2026	13566	ARVEST	BATS	600.00
11	94	07/23/2026	13612	OSWALT RESTAURANT SUPPLY	CAN OPENER	987.66
11	95	07/01/2026	164	CCOSA	TRAINING (MCREL)	200.00

Non-Payroll Total:	\$18,602.99
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$18,602.99
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Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 1 - 10, Fund(s): BUILDING BOND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	1	07/01/2026	12929	ROARK ELECTRIC	SPRINKLER REPAIR	1,129.55
31	2	07/01/2026	75	JACKSON ELECTRIC	AG BUILDING RENEWVATIONS	24,850.00
Non-Payroll Total:						\$25,979.55
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$25,979.55



Virtual/Blended Academy Handbook and Application

Grades 6-12

Purpose

The purpose of the Wellston Public Schools Middle School and High School Virtual Learning Handbook is to provide students, parents/guardians, and staff with clear expectations, policies, and procedures that support a successful virtual learning experience. This handbook serves as a guide for academic expectations, attendance requirements, communication, technology use, student conduct, and available support services.

Virtual learning requires students to take an active role in managing their education while maintaining regular communication with teachers and meeting established academic standards. This handbook outlines the responsibilities of students, parents/guardians, and school personnel to ensure a collaborative partnership that promotes student achievement.

The Virtual Learning Program is designed to provide a flexible, high-quality educational option while maintaining the same rigorous academic standards required of students attending traditional classrooms. Students enrolled in the virtual program are expected to actively participate in coursework, demonstrate academic integrity, and comply with all district policies and Oklahoma State Department of Education requirements.

By following the expectations outlined in this handbook, students will be better prepared to achieve academic success, develop independent learning skills, and make meaningful progress toward grade promotion, graduation, college readiness, and career success.

Program

Wellston Public Schools Virtual Learning Academy uses Edgenuity as the learning platform through Gordon Cooper Technology Center. Edgenuity supports all accreditation and graduation requirements. However, Wellton Public School teachers lead the program and will be your source of contact for assistance and questions. Please see the contact information below:

Contact Information:

Chad Hutchison: Grades 11-12

chutchison@wellstonschools.org

Gina McVey: Grades 6-10

gmcvey@wellstonschools.org

Expectations

Credits

All coursework must be completed and submitted by the final day of the semester to receive credit. Any assignments not submitted by this deadline will result in a zero and may impact your ability to earn a passing grade for the course. Extensions are not guaranteed and must be requested in advance, with the appropriate documentation.

Assignments and Tests

Assignments and tests will be graded based on the student's highest score of two ~~first~~ attempts. However, there will be a required percentage to move on to the next assignment, ensuring the student has basic knowledge of the subject matter.

Attendance

Students are expected to log in every school day. Students who do not log in for ten consecutive days will be dropped from the roll.

I understand that I may switch between virtual/blended/traditional learning only at the beginning of the semester. Any changes, including adding or dropping classes, must be finalized in the first 7 4 school days of the semester.

Plagiarism

What is Plagiarism?

Plagiarism is presenting someone else's work, words, ideas, or creations as your own without giving proper credit. Plagiarism includes, but is not limited to:

- Copying information directly from websites, books, articles, or other sources without citation.
- Copying another student's work.
- Submitting work completed by a parent, tutor, sibling, friend, or another individual.
- Using artificial intelligence (AI) tools, such as ChatGPT or other text generators, to complete assignments when not authorized by the teacher.
- Paraphrasing another person's work without giving credit.
- Reusing your own previously submitted work for another assignment without teacher approval (self-plagiarism).

Consequences for Plagiarism

Instances of plagiarism may result in one or more of the following:

First Offense

- Student conference with the teacher.
- Parent/guardian notification.
- Redo the assignment.

Second Offense

- Redo the assignment or assessment with a reduced grade
- Parent/guardian conference.
- Documentation of the incident.

Repeated or Serious Offenses

- Restart the entire course.
- Referral to school administration.
- Additional disciplinary action in accordance with the Wellston Public Schools Student Code of Conduct.

Eligibility

To determine Eligibility for students involved in activities/sports:

~~Students have to progress at a minimum rate of 5% per week to remain eligible for extracurricular activities and maintain an actual grade of at least 60% in all classes.~~ Will be required to maintain a 60% in each course and progress according to the course pacing schedule. The program will automatically assign students zero points for assignments that fall behind the pacing when eligibility to run.

*****Students must be enrolled in at least 1 credit hour in person to be eligible for activities that are governed by OSSAA. This includes activities/sports that do not have a designated class period. If you have any questions about this policy, please contact the school or visit the OSSAA website for further explanation.**

Wellston Virtual Program Important Dates and Deadlines

August (First day of school.) - Begin Working in Program

Nine Weeks- The student must be ~~50% complete~~ **on pace for completion of the course** with the semester work. Plan of improvement meetings will be scheduled if not on track at this point

End of the Semester- All work must be completed for the semester. If classes are not completed, an F will be given for the course, and the student ~~will~~ **may be required to** return to the classroom setting and no longer remain in a virtual setting.

January - Third Nine Weeks begins

~~May - If a senior is not on track and on pace to graduate, then he/she may not walk at graduation.~~

May - End of the Semester- Students must have completed all classes. Students will be evaluated with the possibility of returning to the classroom the following year.

Technology Requirements and Expectations

Students enrolled in the virtual learning program must have reliable access to the technology needed to participate fully in grades 6–12 coursework. Technology is an essential part of daily attendance, communication, instruction, assessment, and assignment completion.

Student Guidelines for Home-Issued Devices

Students who use a personally owned device for virtual learning are expected to follow these guidelines:

1. **Use a reliable device.** Ensure your device is in good working condition and capable of accessing all required district learning platforms.
2. **Charge your device daily.** Your device should be fully charged and ready for class each school day.
3. **Keep your device updated.** Install operating system, browser, and security updates regularly to maintain compatibility and security.
4. **Use district-approved applications.** Access coursework using the programs, websites, and applications approved by the district and your teachers.
5. **Protect your login information.** Never share your usernames or passwords with anyone except a parent or guardian.
6. **Maintain internet access.** Have reliable internet service available during scheduled instructional times. Notify your teacher immediately if technical issues prevent participation.
7. **Participate appropriately.** Use your device for instructional purposes during the school day. Avoid playing games, using social media, or accessing unrelated websites while attending class.
8. **Follow digital citizenship expectations.** Communicate respectfully, use appropriate language, and treat others with kindness in all online interactions.
9. **Protect your privacy and the privacy of others.** Do not record, photograph, livestream, or share virtual classes, teachers, or classmates without prior permission from the teacher and the district.
10. **Complete your own work.** Follow all academic integrity expectations. Assignments, quizzes, and tests must represent your own work unless collaboration is specifically authorized.
11. **Keep your device secure.** Use strong passwords, log out of shared devices, and protect your device from viruses and malware.

12. **Report technology issues promptly.** Contact your teacher as soon as possible if a technology problem prevents you from completing coursework or attending class.
13. **Follow all district policies.** When accessing district accounts, email, or learning platforms, students must comply with all district technology, acceptable use, and student conduct policies, regardless of whether a personal or school-issued device is used.

Failure to follow these guidelines may result in restricted access to district technology resources, disciplinary action, or removal from the virtual learning program when appropriate.

School-Issued Devices

The district may provide students with a Chromebook, laptop, charger, or other equipment for educational use. All school-issued devices must be used in accordance with district policies and the Acceptable Use Agreement.

Students are expected to:

- Keep the device charged and ready for use each school day.
- Use the device only for school-related purposes.
- Protect the device from damage, loss, theft, food, liquids, and extreme temperatures.
- Keep all district identification labels and security settings intact.
- Report damage, loss, theft, or technical problems immediately.
- Return all equipment and accessories when requested or upon withdrawal from the program.

Students and families may be financially responsible for equipment that is intentionally damaged, lost, stolen due to negligence, or not returned.

Internet Access

Families are responsible for maintaining reliable internet access that allows the student to participate in online instruction, access course materials, communicate with teachers, and submit assignments.

A lack of internet access does not automatically excuse a student from attendance or assignment requirements. Families should contact the virtual program coordinator or school office as soon as possible when an extended internet outage or technology issue occurs.

Students may be required to report to a designated school location to complete coursework or assessments when reliable internet access is unavailable.

Student Accounts and Passwords

Students will receive district-approved usernames, passwords, email accounts, and access to online learning platforms. Students must keep login information private and may not share accounts or passwords with others.

Students are responsible for all activity completed through their accounts. Any suspected unauthorized access should be reported immediately.

Digital Citizenship

Virtual students are expected to demonstrate appropriate digital citizenship at all times. Online behavior must meet the same standards as behavior in a school building.

Students must:

- Communicate respectfully with teachers, staff, and classmates.
- Use appropriate language, images, usernames, and profile pictures.

- Protect personal information and the privacy of others.
- Follow copyright laws and properly cite sources.
- Avoid cyberbullying, harassment, threats, or disruptive behavior.
- Refrain from recording, photographing, or sharing online classes, meetings, students, or staff without permission.

Inappropriate online conduct may result in disciplinary action and loss of technology privileges.

Technical Support

Students should first attempt basic troubleshooting, including restarting the device, checking the internet connection, verifying login information, and reviewing teacher instructions.

If the problem continues, the student or parent should contact the designated teacher, virtual program coordinator, or district technology support. Students should provide a clear description of the problem and, when possible, include a screenshot of the error message.

Technology problems must be reported promptly. Waiting until after an assignment deadline to report a technical issue may not result in an extension.

Monitoring and Privacy

Students should have no expectation of privacy when using district-owned devices, accounts, networks, email systems, or learning platforms. The district may monitor activity, review files, restrict access, and take other actions necessary to maintain safety, security, and compliance with district policy.

The district uses filtering and monitoring systems; however, families are encouraged to supervise students' internet use at home and establish appropriate study routines and technology boundaries.

Prohibited Uses

Students may not use district technology to:

- Access or share inappropriate, illegal, violent, or sexually explicit content.
- Bypass internet filters, security settings, or device restrictions.
- Download unauthorized software, games, extensions, or applications.
- Participate in hacking, phishing, impersonation, or fraudulent activity.
- Use artificial intelligence or other digital tools in a manner prohibited by the teacher or course.
- Submit another person's work or technology-generated work as their own.
- Engage in activities that interfere with instruction or the operation of district technology.

Violations may result in restricted access, disciplinary action, removal from the virtual program, financial responsibility, or referral to law enforcement when appropriate.

VIRTUAL/BLENDED STUDENT EVALUATION RUBRIC

Student Name: _____ Evaluation
 Date _____

Students who do not improve to a 3 or better in all fields will be put on probation for a 9-week trial period

	No Improvement 1	Does not show adequate improvement 2	Is progressing in improvement 3	Has improved in all aspects 4
Work Ethic Weekly Progress				
Attendance/ Log In Daily				
Disciplinary Actions				
Grades				
Participation/ Communication				
Follow Rules				

I understand that I have been informed of my evaluation to my full understanding and will accept whatever course of action, if improvement is not shown by next evaluation on date _____.

Student: _____ Date: _____

_____ Virtual/Blended Teacher:

_____ Date: _____

2026-2027 Wellston Virtual Student Contract

I, _____, agree to abide by the following contract to participate in the Wellston Virtual Program:

I, _____, the parent of the above-named student, do hereby hold my student accountable for his or her participation in the Virtual program. As a parent/guardian, I agree to

attend any discussions or meetings to which I am invited, including ***mandatory student and parent orientation***. I understand my student will be required to finish all classes in the virtual program by the due dates listed, and if a student falls behind and remains behind all semester, the student will lose the privilege to remain virtual and will have to return to the classroom setting to be successful.

While I am a virtual student, I will:

- Maintain regular work on class work to ensure sufficient credits are completed, which is to be evaluated weekly.
- Respect my classmates, teachers, and staff.
- Use the computers and internet in an acceptable manner.
- Read/Agree to follow the *Student Handbook*, school policies, and **all state mandated graduation requirements, (i.e.: CPR training, state testing, ACT and US Naturalization test, etc.)**
- Comply with requests of teachers and staff of the Wellston School District at all times.
- Complete a minimum of **3** credits per semester totaling **6** per school year (each one semester course equals a half a credit).

During all school activities, including classes, I will not:

- Use, possess, or be under the influence of drugs/alcohol/vapes/tobacco.
- Use violence or threats of violence.
- Possess any type of weapon.
- Use profanity (cursing).
- Wear clothing that school personnel consider inappropriate.

Consequences:

- When a guideline has been violated, I will receive notice and due process.
- When major violations or involvement in a fight occurs, on campus activities could be removed. Students need to follow the discipline policy of Wellston Student Handbook.
- Plans of improvement meetings will also be held and dismissal from the Wellston Virtual program if the administration feels I am in violation of any of the stated rules or regulations.

If dismissal from the Wellston Virtual/Blended Program is being considered; staff meetings will be held to discuss attendance for turning in assignments and how much time spent on classes, credits earned, work ethic and student's compliance with the contract. Parents will have an opportunity to be involved in discussions, however, the committee will make the final decision.

2026-2027 Wellston Virtual Student Contract (cont.)

I understand that Wellston Public School Virtual Program is a school of choice, my placement and continued placement is based on complying with this contract.

Additional Conditions if any:

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____



2026-2027

**STUDENT/Extra-Curricular
HANDBOOK**

MS/HS Principal: Clancy Richards

Elementary Principal: Cindy Webb

STUDENT HANDBOOK

MISSION STATEMENT

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

ADMINISTRATIVE MESSAGE

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

SCHOOL BEGINS

Elementary classes begin at 8:00 am and continue until 3:~~05~~-15 pm. Middle and High School classes begin at 8:00 am and continue until 3:10 pm.

GRADING SCALE

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

GRADUATION REQUIREMENTS

The Wellston Board of Education recognizes that a 12-year course of study in specific subject areas has proven beneficial in helping students become productive citizens and prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation.

Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

- 4 units of English to include Grammar, Composition, Literature, or any English course;
- 4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;
- 3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;
- 3 units of history and citizenship skills, including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture;
- 6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and
- 3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work-ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the college preparatory/work-ready curriculum upon the

written approval of the student's parent or legal guardian. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work-ready curriculum” will include the following:

- 4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
- 3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;
- 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
- 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
- 2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
- 1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses, or International Baccalaureate courses approved for college admission requirements; and
- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

Language Arts

4 units or sets of competencies

1 unit of Grammar and Composition
and
3 units, which may include
American Literature
English Literature
World Literature
Advanced English Courses

Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit, which may include:

World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

Mathematics

3 units or sets of competencies

1 unit of Algebra I ¹

and

2 units which may include:

Algebra II

Geometry ¹

Trigonometry

Math Analysis or Precalculus

Statistics and/or Probability

Calculus

Computer Science I and II

Intermediate Algebra

Mathematics of Finance

Contextual mathematics courses that enhance technology preparation, whether taught at a (1) comprehensive high school, or (2) technology center school, when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade, upon approval of the State Board of Education and the district board of education

Other mathematics courses with content and/or rigor equal to or above Algebra I

A science, technology, engineering, and math (STEM) block course.

The Arts and Computer Education

1 unit or set of competencies

which may include, but is not limited to, courses in Visual Arts and General Music

1 unit or set of competencies of computer technology,

whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

Science

3 units or sets of competencies of laboratory science approved for college admission requirements:

1 unit or set of competencies of life science, meeting the standards for Biology I:

1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry, or Physics; and 1 unit or set of competencies from the domains of physical science, life science, or earth and space science, such that content and rigor is above Biology I or Physical Science.

Electives

8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of ~~foreign~~ world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes for the college preparatory/work-ready, core curriculum diploma pathways and beginning 2026-2027 for freshmen, the ICAP diploma path when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit, and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and knowledge in the OAS, may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or set of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient

courses shall be offered to allow students to meet the graduation requirements during the student's secondary grade years.

The remaining units must consist of coursework designed to meet the student's individual needs and interests. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or vocational courses each day, which may include arts, vocal and instrumental music, speech, and physical education.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the graduation date. Exceptions from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation. Credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in the curriculum areas required for graduation counts toward the high school diploma requirements.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian objects in writing.

Students are required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one required by or previously required by the Oklahoma School Testing Program, or an alternate assessment approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

~~Beginning with ninth graders in the 2021-2022 school year,~~ In order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

GRADES

Progress reports will be provided to the student ~~every three weeks,~~ **once every nine weeks**. In the elementary school, the report is given to the student to take home for his/her parents'/guardians' signature.

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

Elementary school parents/guardians can pick up report cards on parent/teacher conference days from the child's teacher. ~~For the first semester only,~~ we will give semester report cards to students to take home for signing and return.

SEMESTER TESTS

Grades 6-12

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

Semester Test Exemption Guidelines

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

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

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

ATTENDANCE

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important that students who are ill stay home. Regular attendance is one of the most important factors in school success. Students, with their parents' assistance, are expected to make every effort to attend school. If a student has a fever, they need to be kept at home.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the parents' responsibility to notify the school if a child will be absent for any of the above reasons. The school will contact the parents of those students who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the student's responsibility on the day of return to make arrangements to ensure the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any missed work.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
3. Once a student has accumulated 10 activity absences from any one class period, he/she will be reported to the administration for consideration for further student activity absences.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted. Eight unexcused absences may result in that student not receiving credit in that class for the semester.

Chronic Absenteeism

Chronic absenteeism means a student who is absent 10 percent or more of the school days in the school year, exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19-related absences due to a child's medical needs will be considered a significant medical condition.

Non-Productive student

Any student who will not complete his/her assignment(s), participate in class, and/or attend school on a regular basis may be placed in an alternative learning environment (i.e., blended/virtual academy or alternative school) after the school has made reasonable attempts to intervene and assist the student.

(This is a cumulative event, backed by trips to the office and documentation from several teachers).

MAKE UP WORK

All arrangements to make up work due to an absence will be made on the first day the student returns to school. **It will be the student's responsibility to contact the teacher and make arrangements for make-up work or any tests missed. The student is to use non-instruction time to make arrangements. Students will be allowed one day for each day missed to turn in missed work.** Students must make up all schoolwork missed during absences. Students who are gone for more than five days will have a maximum of five days to make up their work upon returning to school. One school day should elapse after students return before testing. Make-up work for school and non-school-related activities should be arranged in advance by the student.

TRUANCY

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

1. Leaving school without signing out through the Principal's Office.
2. Being absent from school without parental permission (skipping).

3. Arriving at school but not attending class.

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

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

TELEPHONE

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

Transportation

CLOSED CAMPUS

No student will be allowed to ~~enter the parking lot or~~ leave campus without permission during the school day.

VEHICLES

The Wellston Board of Education will permit the use and parking of motor vehicles by students on the high school campus only. Students driving a motor vehicle to the high school campus may park only in the ~~designated student parking lots north of the Ag building and north of the gym~~. Students are to observe all Oklahoma traffic laws, as well as district- and campus-specific rules, for the safe operation of vehicles.

Students will not park vehicles in the parking lot(s) or space(s) designated for staff and visitors. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student to use a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of student parking lots and to inspect student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. **The administration and/or local law enforcement will make every effort to contact the parent(s) and/or guardian (s) of the student prior to any vehicle inspection.**

LOADING AND UNLOADING STUDENTS

Elementary students who live in town will board the bus in front of the high school office at 7:40 a.m. Elementary school students who arrive after 7:40 a.m. will be the parents' responsibility to transport to the elementary school. Students who live outside the town will be picked up and dropped off at the elementary school. The front drive at the elementary school is for student pickup and delivery by school buses. We request that parents use the drive at the southeast end of the elementary from 7:30 a.m. until 8:00 a.m. and from 2:30 p.m. until 3:~~15~~²⁵ p.m. This will help to ensure the safety of the students and parents.

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

BUS RIDERS

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

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

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

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

This will be done at the discretion of the administration. If a student shows an uncontrolled, malicious disregard for the safety and well-being of passengers and the driver, immediate suspension may occur without going through the above procedure.

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

BUS RIDING RULES

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

Previous to loading, students should:

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

While on the bus, students should:

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

After leaving the bus, students should:

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

EXTRACURRICULAR TRIPS

1. The above rules and regulations should apply to all trips under school supervision.
2. Sponsors should be appointed by the school officials.
3. It is the sponsor's responsibility to supervise students while on an extracurricular trip.

TEXTBOOKS and LAPTOPS

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

Technology Requirements and Expectations

Students enrolled in the virtual or in-person learning program must have reliable access to the technology needed to participate fully in grades 6–12 coursework. Technology is an essential part of daily attendance, communication, instruction, assessment, and assignment completion.

Student Guidelines for Home-Issued Devices

(high school students only)

Students in the **high school only** may use a personally owned device for learning and are expected to follow these guidelines:

1. **Use a reliable device.** Ensure your device is in good working condition and capable of accessing all required district learning platforms.
2. **Charge your device daily.** Your device should be fully charged and ready for class each school day.
3. **Keep your device updated.** Install operating system, browser, and security updates regularly to maintain compatibility and security.
4. **Use district-approved applications.** Access coursework using the programs, websites, and applications approved by the district and your teachers.
5. **Protect your login information.** Never share your usernames or passwords with anyone except a parent or guardian.
6. **Maintain internet access.** Have reliable internet service available during scheduled instructional times. Notify your teacher immediately if technical issues prevent participation.
7. **Participate appropriately.** Use your device for instructional purposes during the school day. Avoid playing games, using social media, or accessing unrelated websites while attending class.

8. **Follow digital citizenship expectations.** Communicate respectfully, use appropriate language, and treat others with kindness in all online interactions.
9. **Protect your privacy and the privacy of others.** Do not record, photograph, livestream, or share virtual classes, teachers, or classmates without prior permission from the teacher and the district.
10. **Complete your own work.** Follow all academic integrity expectations. Assignments, quizzes, and tests must represent your own work unless collaboration is specifically authorized.
11. **Keep your device secure.** Use strong passwords, log out of shared devices, and protect your device from viruses and malware.
12. **Report technology issues promptly.** Contact your teacher as soon as possible if a technology problem prevents you from completing coursework or attending class.
13. **Follow all district policies.** When accessing district accounts, email, or learning platforms, students must comply with all district technology, acceptable use, and student conduct policies, regardless of whether a personal or school-issued device is used.

Failure to follow these guidelines may result in restricted access to district technology resources, disciplinary action, or removal from the virtual learning program when appropriate.

School-Issued Devices

The district may provide students with a Chromebook, laptop, charger, or other equipment for educational use. All school-issued devices remain the property of the district and must be used in accordance with district policies and the Acceptable Use Agreement.

Students are expected to:

- Keep the device charged and ready for use each school day.
- Use the device only for school-related purposes.
- Protect the device from damage, loss, theft, food, liquids, and extreme temperatures.
- Keep all district identification labels and security settings intact.
- Report damage, loss, theft, or technical problems immediately.
- Return all equipment and accessories when requested or upon withdrawal from the program.

Students and families may be financially responsible for equipment that is intentionally damaged, lost, stolen due to negligence, or not returned.

Student Accounts and Passwords

Students will receive district-approved usernames, passwords, email accounts, and access to online learning platforms. Students must keep login information private and may not share accounts or passwords with others.

Students are responsible for all activity completed through their accounts. Any suspected unauthorized access should be reported immediately.

Digital Citizenship

Students are expected to demonstrate appropriate digital citizenship at all times. Online behavior must meet the same standards as behavior in a school building.

Students must:

- Communicate respectfully with teachers, staff, and classmates.
- Use appropriate language, images, usernames, and profile pictures.
- Protect personal information and the privacy of others.
- Follow copyright laws and properly cite sources.
- Avoid cyberbullying, harassment, threats, or disruptive behavior.
- Refrain from recording, photographing, or sharing online classes, meetings, students, or staff without permission.

Inappropriate online conduct may result in disciplinary action and loss of technology privileges.

Technical Support

Students should first attempt basic troubleshooting, including restarting the device, checking the internet connection, verifying login information, and reviewing teacher instructions.

If the problem continues, the student or parent should contact a teacher, virtual program coordinator, or district technology support. Students should provide a clear description of the problem and, when possible, include a screenshot of the error message.

Technology problems must be reported promptly. Waiting until after an assignment deadline to report a technical issue may not result in an extension.

Monitoring and Privacy

Students should have no expectation of privacy when using district-owned devices, accounts, networks, email systems, or learning platforms. The district may monitor activity, review files, restrict access, and take other actions necessary to maintain safety, security, and compliance with district policy.

The district uses filtering and monitoring systems; however, families are encouraged to supervise students' internet use at home and establish appropriate study routines and technology boundaries.

Prohibited Uses

Students may not use district technology to:

- Access or share inappropriate, illegal, violent, or sexually explicit content.
- Bypass internet filters, security settings, or device restrictions.

- Download unauthorized software, games, extensions, or applications.
- Participate in hacking, phishing, impersonation, or fraudulent activity.
- Use artificial intelligence or other digital tools in a manner prohibited by the teacher or course.
- Submit another person's work or technology-generated work as their own.
- Engage in activities that interfere with instruction or the operation of district technology.

Violations may result in restricted access, disciplinary action, removal from the virtual program, financial responsibility, or referral to law enforcement when appropriate.

LOCKERS

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

SCHOOL DAY

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

STUDENT CONDUCT

The Wellston Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct can be taught by example and through appropriate incentives. The board also believes that reasonable standards of conduct should be established and that adherence to those standards should be insisted upon. For the purpose of this policy, a student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school-owned or controlled property or at any school-attended, sponsored, or supervised event or function. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
3. Damage, or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school-owned, controlled, attended, or supervised premises.
4. Forceful or unauthorized entry into or upon, or occupation of, school district facilities, including buildings and grounds.

5. Unlawful use, possession, distribution, sale, or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol, or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education. Any student who knowingly violates any of these policies and regulations will be subject to a warning, reprimand, probation, suspension, or expulsion, in addition to any civil or criminal proceedings or prosecution.

STUDENT DISCIPLINE

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

The Wellston Public Schools, to provide quality education for all its students, will not tolerate disruptive behavior that interferes with the learning process or endangers student safety. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in a Wellston School, will be under the supervision of and accountable to school personnel while at school, on school transportation, and while in attendance at a school-sponsored activity involving Wellston Schools.

Each student shall be treated fairly and equitably. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense;

The effect of the offense on other students;

Whether the offense is physically or mentally injurious to other people;

Whether the incident is isolated or habitual behavior;

The manifestation of a disability;

Any other circumstances which may be appropriately considered.

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

1. Unexcused lateness to school

2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin, and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang-related activity or action
19. Cheating

Disruptive or Interfering Behavior

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

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

CONTROL AND DISCIPLINE POLICY

The board of education believes the school's primary goal is education, not discipline. However, when an individual student's behavior interferes with others' rights, corrective action may be necessary for the benefit of the individual and the school. A student who has been suspended for a violent offense directed at a teacher shall not be allowed to return to that teacher's classroom without that teacher's approval. Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline over students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. The following schedule shall not be used in determining discipline for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

<u>Infractions</u>	<u>Minimum Action</u> <		<u>>Maximum Action</u>
1. Unexcused tardiness	1. Refer to the attendance policy		1. Refer to the attendance policy
2. Disruption of class or assembly	2. School Conference	2. Parent Conference	2. Suspension
3. Lunchroom misconduct	3. School Conference	3. Parent Conference	3. Suspension
4. Bus/playground misconduct	4. Refer to Bus Conduct Policy		4. Refer to Bus Conduct Policy
5. Negligence in completing classwork	5. School Conference	5. Parent Conference	5. Suspension
6. Cutting class	6. Refer to the Attendance Policy		6. Refer to the Attendance Policy
7. Leaving school without permission	7. Refer to Closed Campus Policy		7. Refer to Closed Campus Policy
8. Truancy	8. Refer to the Attendance Policy		8. Refer to the Attendance Policy
9. Tobacco on school grounds	9. School Conference	9. Parent Conference	9. Suspension 1
10. Drugs or Alcohol possession	10. Parent Conference	11. Parent Conference	10. Suspension 1, 2
11. Gambling	11. School Conference		11. Suspension
12. Theft	12. Parent Conference		12. Suspension 1, 2
13. Assault-physical or verbal	13. Parent Conference		13. Suspension 1, 2

14. Fighting	14. Parent Conference		14. Suspension
15. Destruction of property, vandalism	15. Parent Conference		15. Suspension 1, 2
16. Threats/Harassment	16. School Conference	16. Parent Conference	16. Suspension 2
17. Extortion	17. School Conference	18. Parent Conference	17. Suspension 1, 2
18. Refusal to obey school officials	18. School Conference		18. Suspension
19. Possession of weapons or other items with the potential to cause harm			19. Suspension 2

1. May require counseling and rehabilitative efforts before being reinstated in school programs
2. May require notification of legal authorities. Other possible corrective actions include warning students that continued infractions may result in more severe consequences; removing students from class; before- or after-school detention; alternative placements; financial restitution, if necessary; and referral to social agencies, if appropriate. The administration may impose punishment that would prevent a student from participating in and attending extracurricular activities. In addition, student discipline consequences may include an inability to participate in the graduation ceremony, prom, prom activities, school dances, and/or a class trip. Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the Suspension Policy (see policy FOD) for requirements for short-term suspensions (1-10 days) and long-term suspensions (11 or more days).

ADMINISTERING DISCIPLINE

In administering discipline, consideration will be given to alternative forms of punishment to ensure the most effective discipline is applied in each case. In all disciplinary action, teachers and administrators will be mindful that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives to corrective actions, the faculty/administration of the school district will consider the following. However, the school is not limited to these alternative methods, and this list does not reflect an order or sequence of events for disciplinary actions. The board of education will rely on the administrator's judgment and discretion to determine the appropriate remedial or corrective action in each instance.

1. Conference with the student
2. Conference with parents
3. In-school suspension

4. Detention
5. Referral to a counselor
6. Behavioral contract
7. Changing a student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring the student to the appropriate social agency
13. Suspension—short or long term
14. Other appropriate disciplinary action as required and as indicated by the circumstances, which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Discipline and Corporal Punishment

Corporal punishment may be administered; this right is protected by Oklahoma State Law, and it must not be administered in the presence of other pupils. A witness must be present.

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

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

Parents, guardians, and students residing in this school district are also advised, through this policy statement and the student handbook, that students in this district shall have no reasonable expectation of privacy with respect to school officials, school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time, and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

HARASSMENT, INTIMIDATION, AND BULLYING PROHIBITED

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned

events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying acts can be described as physical, emotional, social, or sexual bullying. Such behavior is specifically prohibited.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Student Reporting

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

Procedures

The procedure for investigating reported incidents of harassment, intimidation, bullying, or threatening behavior is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involves electronic communication, a printed copy of the communication, as well as any identifying information such as email address or web address, shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the student's discipline. The building principal shall determine whether the conduct is actually occurring.

5. Upon completion of the investigation, the principal or superintendent may recommend that the student receive available community mental health care, substance abuse, or other counseling options, if appropriate. This may include information about the types of support services available to the student bully.

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

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

GANG ACTIVITY

It is the policy of the Wellston School District that membership in secret fraternities or sororities is prohibited. Membership in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or that disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or a manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and is forbidden. Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or affect the attendance of another student, will be subject to disciplinary action, including suspension and expulsion.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

SUSPENSION FROM SCHOOL

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

- Violations of policy, handbook, or regulations

- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The school district superintendent may modify the term of the suspension on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester, except for violations of the Gun-Free Schools Act, which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Students under suspension (in-school detention or out-of-school detention) will be required to make up the work with no "grace period."

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

SUSPENSION PROCEDURES

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

Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

1. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
2. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
3. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
4. The suspension appeals committee shall determine the student's guilt or innocence and the reasonableness of the suspension term. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified of the suspension within five (5) days.
5. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

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

1. Prior to the commencement of suspension, correspondence with the student and the student's parent regarding the reason for the removal from school and the long-term suspension shall be provided. A written notification will be provided in the form of a letter that states the reasons for the action and the regulations or laws that apply to the situation. The facts underlying the situation shall be specified.
2. Suspended students will have the right to appeal the principal's decision to the superintendent. The superintendent will then contact the parent/guardian of the decision within two school days.
3. Suspended students may appeal the superintendent's decision to the board of education. The appeal shall be made within three school days of the principal's original notification. The request for an appeal must be in writing to the superintendent.
4. The superintendent shall provide written notice to the parents within 3 days of receiving the request for a hearing. The notice shall give a date, time, and place for a hearing on the suspension before the board. At such a hearing, the student and the student's parents shall be given the opportunity to attend. At such a hearing, the following will be provided:

- a. The parents may request that the hearing be conducted in executive or closed session.
- b. The student shall have the right to be represented by legal counsel or adult representation.
- c. Statements in support of the charges against the student, upon which the hearing is conducted.
- d. Statements by the student and others in defense of the charges and/or in mitigation or explanation of the student's conduct.
- e. Opportunity for the student to present witnesses or evidence on his or her behalf and to cross-examine all opposing witnesses.
- f. Any action by the board will be done in open session.
- g. Within twenty-four (24) hours after the hearing, a letter shall be sent to the parents and the student, including the board's decision.
- h. A written record shall be made demonstrating that the decision was based on evidence presented.
- i. Inform the student and parent that the student will need to make up all missed work before returning to school.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have items that may pose a hazard to others or that interfere with school procedures. Such items will be taken from the student, and disciplinary action may result. Such items may include pocket knives, etc. Wellston Schools WILL NOT be responsible for lost items.

ELECTRONIC COMMUNICATION DEVICES

According to state law, electronic communication devices are allowed to be on school campuses, in the possession of students. However, students WILL NOT be allowed to use these devices during the school day.

DRESS CODE

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

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

Short skirts, thin-strapped blouses or dresses, halter tops, half shirts, tank tops, mesh shirts, shirts with large arm openings (where chest, back, or side is exposed), house shoes, etc., are not to be worn.

Sagging will not be permitted. Hats/caps or sunglasses are not to be ~~worn in~~ brought into the buildings during the school day unless previously approved by the administration on certain days (i.e., hat day, homecoming week, or other special occasion). Clothes with offensive language or pictures are prohibited. Hoods cannot be worn in the building.

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

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

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

WELLSTON PUBLIC SCHOOL BULLYING POLICY

SUBSTANCE ABUSE

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

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

Definitions:

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

Minimum Punishment:

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

Maximum Punishment:

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

Regulation:

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

The Wellston Board of Education realizes that the punishments set forth in this policy are severe. The Board feels that the severity of the punishment is mild compared to the problems that may arise from experimentation or inappropriate use of substances.

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

TOBACCO and VAPE PRODUCTS

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

DANGEROUS WEAPONS

It is unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body for any public or private school, to have in his possession on any public or private

school property or while in any school bus or vehicle used by any school transportation or students or teacher any item considered a dangerous weapon. (O.S. 21-1280.1)

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

It will be unlawful for any person to carry or have in their possession any type of firearm, revolver (or replica), dagger, Bowie knife, dirk knife, switchblade knife, spring-type knife, sword, knife having a blade which opens automatically by hand pressure applied on a button, spring, or other device in the handle of the knife, blackjack, loaded cane, hand chain, metal knuckles, or any other offensive weapon. (O.S. 21-1272)

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

VISITORS

Visitors must check in through the principal’s office. Students will not be allowed to interrupt class to deliver notes, messages, or other communications without a permission note from the principal's office.

Students will not be allowed to bring visitors to school.

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

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

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

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

PARENT AND VISITOR CONDUCT

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

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

ASBESTOS ANNUAL NOTIFICATION FOR PARENTS, TEACHERS, AND EMPLOYEES

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school district buildings for asbestos. The district has complied with this act. A management plan documenting these inspections is on file in the Superintendent's office for public review.

The Wellston Public Schools annually notifies all parents, teachers, and employees by posting this notice in the district handbook and on the district website. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by posting notices, distributing handout flyers, publishing newspaper public notice statements, and/or posting on the district website.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos in accordance with EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as required by law.

WEATHER-NO SCHOOL

Before deciding to cancel school, the administration will monitor and review road conditions, temperatures, and precipitation. All efforts will be made to notify staff and the community in a timely manner. In the event school is canceled, an announcement will be made on the Oklahoma Closings website. This announcement will then be broadcast on local news channels. In addition, parents will receive a text, phone call, and/or email.

STUDENT WITHDRAWAL FROM SCHOOL

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

SCHOOL DEVICE INSURANCE

Wellston Public Schools will provide the option to purchase device insurance for student devices. The insurance provides loss and theft coverage, accidental damage coverage, no deductibles, unlimited claims, and loaner device coverage. If the Parent/Guardian chooses to opt out of coverage, they will be held liable for the full cost of repair, including parts and labor. If the device is not repaired, the full device cost will be billed.

INJURY OR ILLNESS DURING THE DAY

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

FIRE AND STORM ALARM

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. Impact and review your child's educational records.

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

Special education:

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

ELEMENTARY PROMOTION POLICY

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

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

First and Second grades—Students must show mastery of reading and math skills as defined by the Oklahoma Academic Standards for Reading and Mathematics.

Third Grade- See the Strong Reader's Act.

Fourth and Fifth grades- Students must show mastery of reading and math skills as defined by the Oklahoma Academic Standards for Reading and Mathematics.

Strong Reader's Act

Required 3rd Grade Promotion and Retention Requirements

- Promotion tied to demonstrated reading proficiency via:
 1. Approved screening instrument or State 3rd grade ELA assessment.
 2. Students not meeting benchmarks are retained in 3rd grade unless qualifying for limited good-cause exemptions.
 3. Transfer provision: Retention requirement cannot be circumvented by transferring districts

MIDDLE SCHOOL RETENTION POLICY

Students shall be promoted or receive credit for a course of study if they achieve a grade average of 60% for the entire course.

Students in grades 6, 7, and 8 must achieve a grade average of 60% or higher in at least two major courses of study and a minimum of 4 courses overall to be promoted to the next higher grade. The major courses of study are math, language arts, science, and social studies.

If a parent disagrees with the retention of their child, they may request in writing that a meeting with the retention committee be arranged. A middle school retention committee, consisting of the principal, counselor, and teacher(s), shall determine whether a student is to be assigned to the next higher grade. The retention committee shall consider standardized test scores, the student's age, and any other relevant factors. The retention committee will make the final decision.

The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision.

WELLSTON SCHOOLS CONCURRENT ENROLLMENT

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

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

the same grade for Critical Thinking and the concurrent class. The grade for the concurrent class will be weighted, while the grade for the Critical Thinking class will not.

The student is responsible for notifying the college and the high school counselor when he/she drops or stop attending the concurrent college course. Students attending concurrent classes on a college campus must provide documentation midway through the semester confirming their enrollment. A request for verification can be made by the counselor or principal at any time.

To meet Oklahoma State education accreditation requirements of students attending school for a minimum of six hours a day, students who drop any concurrent course within the first twenty (20) days of the semester will enroll in a Wellston High School course for full credit, either in a traditional classroom or an online course used by the virtual students for the semester. A student who drops a college course after 20 days can be assigned a semester-long course in Wellston Schools' online learning system.

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

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

PROMOTION BASED PROFICIENCY TESTING

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

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

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

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

EARLY GRADUATION

Early graduation is allowed per policy EIED-R1. Wellston students will be given the opportunity to graduate with honors at the end of the first semester if they meet the local 23-credit graduation requirement.

NOTICE OF NON-DISCRIMINATION

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

Coordinator for Section 504/Title II (for questions or concerns involving students, patrons, employees, and other adults), Coordinator for Title VI (for questions or complaints based on race, color, and national origin), Title IX (for questions or complaints based on sex), and Age Act (for questions or complaints based on age)

***ATHLETIC/EXTRA-CURRICULAR
HANDBOOK***

Serving Students in 6th through 12th Grades

Athletic Director: Chad Hutchison

Principal: Clancy Richards

ELIGIBILITY REQUIREMENTS

To participate in an extracurricular activity, a student must comply with all attendance policy requirements set forth by the board of education. The following activities would require academic eligibility as prescribed by the Oklahoma Secondary School Activity Association:

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

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

Scholastic Eligibility

1. Semester Grades

- a. A student must have received a passing grade in any five subjects counted toward graduation that he/she was enrolled in during the last semester he/she attended for 15 or more days (this requirement would be 5 school credits for 7th- and 8th-grade students).
- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same scholarship requirements. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

2. Student eligibility during a semester:

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must pass in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next week period. If a student is still failing one or more classes at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period. **Eligibility**

will be run on Thursday, and the ineligibility period will begin on Monday and end on Sunday.

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

3. Special provisions:

- a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes must be at least 4. A 12th-grade student concurrently enrolled in high school and college may use college courses to meet the minimum of 4 subjects required to maintain eligibility. These may be a combination of high school and college classes equivalent to four high school units, accepted by the Oklahoma State Department of Education (Physical education and athletics cannot be included in the four requirements).
- b. An eligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks (15 school days). A student may regain his/her eligibility by achieving the scholastic standard at the end of a three-week period.
- c. Incomplete grades will be treated as failing grades for scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship (examples of such hardships will be illness, injury, death in the family, and natural disaster). Board policy allows a maximum of two weeks to apply this exception.
- d. One summer school credit earned in an Oklahoma State Department of Education-accredited program may be used to meet the end-of-spring-semester requirements.

Physical Examinations

Physical examinations are required each year for students participating in athletic activities and marching band. All physicals given for OSSAA participation must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical.

Attendance

Daily attendance for each class period during the school day as well as the cumulative record of attendance for a semester shall be in accordance with local school district policy.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
3. Once a student has accumulated 10 activity absences from any one class period, he/she will be reported to the administration for consideration for further student activity absences.
4. State testing requirements must take precedence over athletics and extracurricular activities.

Tryouts

Students in our schools may try out for our athletic teams and extracurricular activities. Except as set forth in this policy, our coaches and educators will not tell a student that they cannot try out for the school team or activity of their choice. If there is a problem one year, that problem is not to be carried over to the next year. Exceptions to this policy are:

1. extended suspension out of school
2. use of alcohol, including low-point (3.2) beer, tobacco, or drugs
3. stealing

If one of these reasons is used for not allowing the student to participate, the reason must be submitted to the principal in writing.

Multiple Sports/Activities Guidance

There are benefits to participating in multiple sports and activities. While there are no rules for multiple sports or activities set forth by the state or district, students should coordinate with each coach/sponsor before participation. Failure to coordinate an understanding could result in restricted participation as determined by the coach and administrator.

Care of the Student Athlete

The coaches and trainers must always bear in mind they are not physicians and shall not try to diagnose a condition that appears serious in nature or a condition that does not respond to early treatment. If a coach/trainer suspects a medical condition is serious, the athlete should be referred to a physician at once. No risks should be taken.

All physical problems will be given immediate attention. At no time will an athlete be placed back into practice or competition until the condition will no longer prevent that student/athlete from performing up to his/her usual capabilities. Student/athletes have an obligation to inform the coaching staff and/or trainer if they have sought the care of a physician. When a coach becomes aware that the student/athlete has sought care of a physician, that physician must provide a written release prior to the student/athlete returning to practice or competition.

Student Participant Conduct Rules

State of Privilege for Athletes

Under Oklahoma law, student-athletes generally lack guaranteed, legally enforceable due process protections when rulings are made by the Oklahoma Secondary School Activities Association (OSSAA).

Student/Athlete's Responsibility to Know and Understand Rules

Athletes should be aware of all policies, rules, regulations and codes. If any question regarding a rule of conduct arises, it should be addressed to the head coach, athletic director, or sponsor prior to any violations.

Student Conduct Expectations

Students are required to meet and abide by all policies, rules, and regulations of the school district and should be familiar with this student handbook. The following are acts which may cause an athlete or a participant to be dismissed from the athletic program:

1. Immorality, profanity, obscenity, or stealing
2. Consistent violation of written school rules, regulations, or policies
3. Possession, threat, or use of a dangerous weapon
4. Assault and battery and destruction of property

5. Possession or use of any illegal drug, tobacco (in any form) or alcohol, etc.
6. Conduct, which jeopardizes the safety of others, which includes showing disrespect to an official
7. Habitual absence

Drug Testing Program

Any student in Wellston Public schools who participates in extra-curricular competitive programs in grades 7-12 will be required to participate in the random selection drug testing program. Students will be required to submit the student extracurricular activities contract to participate in any extracurricular activity. Per school board policy FNCFD

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian may be asked to attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Wellston Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.
2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days.
4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

Definitions

1. **Student athlete or athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.

2. **Extracurricular** means those activities that take place outside the regular course of study in school and participants are those students involved in those activities.

Non-Discrimination Statement

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

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

Donna Lucas
PO Box 60
500 Hayes Drive
Wellston, Oklahoma 74881
405-356-2256

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

Dr. Susan Wray
P.O. Box 60
708 Birch Avenue
Wellston, OK 74881
(405)356-2534



2026-2027

Teacher/Support Staff Handbook

BOARD OF EDUCATION:

Brad Pittman, President
Brock Terrell, Vice President
Christa Coover, Clerk
Crystal Hull, Member
Tyler Barnes, Member

ADMINISTRATION:

Dr. Susan Wray, Superintendent
Clancy Richards, Middle/High School Principal
Cindy Webb, Elementary Principal

FOREWORD

The purpose of this “Teacher/Support Staff Handbook” is to provide staff with everyday working guidelines. It is not a complete policy manual. All board policies are available on the district website. If a question arises that is not covered by this handbook, it should be referred to the site principal and/or superintendent's office.

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BOARD OF EDUCATION

The Wellston Board of Education (hereinafter, the “Board”) is the governing body of the Wellston School District (hereinafter, the “District”). The Board recognizes its responsibilities to the control and management of the schools, but as a lay Board, it is not possible to give personal attention to the detailed operation of the program. Therefore, the administration of the schools is delegated to employed personnel. The members of the Board are elected at large by and from the qualified electors of the District. Each member of the Board serves a five-year term. The Board assumes responsibility for adopting policies affecting school operations, selecting personnel, adopting the fiscal budget, approving plans for the physical plant facilities, approving plans for the instructional program, reviewing reports prepared by the employed staff, and generally evaluating the effectiveness of the school program.

A person serving on the Board is only another citizen in the District, except when the governing Board is in a regular or special meeting for the purpose of transacting business for the District. Any questions that arise during the interim between Board meetings concerning the operation of the District should be referred to the appropriate employed personnel.

ADMINISTRATION

The basic operation of the District during the interim between Board meetings is the responsibility of the superintendent. All employed personnel are responsible to their assigned supervisor and/or administrator. All administrators and supervisors are directly responsible to the superintendent.

Employment of personnel is the duty and responsibility of the Board. The Board’s decision on employment will be based on the superintendent’s recommendation, in consultation with the appropriate supervisor. Assignment of personnel is the responsibility of the superintendent and other supervisory personnel.

The superintendent, principals, and others are responsible for interpreting and implementing Board policies. The administration is responsible for developing regulations to implement Board policies.

SUPERVISION OF STUDENTS

Student safety is the responsibility of all District personnel. While the cornerstone of safety is adequate and appropriate supervision, the foundation is a cooperative effort of all personnel.

Failure of any personnel to bring to the attention of the administration any potential problem or report any inappropriate behavior will weaken the District's ability to provide a safe environment for all students and could result in the termination of the employee.

Supervision of students is primarily the responsibility of certified staff, except for bus drivers on regular route trips or other non-certified staff members in certain situations. The principals will be responsible for assigning an adequate number of personnel to ensure proper supervision of students during school hours and during school activities.

Teachers should position themselves where they can observe both their classroom or area of responsibility and the hall or approaches during class breaks. Personnel assigned to supervise student duties should not use this time to visit with other teachers or to meet with a small group of students. Non-certified personnel who observe a potential problem are responsible for reporting it immediately to their supervisor and/or to certified personnel.

Student activity groups will not be permitted to hold practices or meetings unless the sponsor is present.

EXTRA-CURRICULAR ACTIVITIES

The Wellston School District provides extracurricular programs to develop the total individual to her/his fullest potential.

SPONSORS

The District prefers to use volunteer sponsors for all activities, organizations, clubs, etc., except those in which the instructor is the sponsor. Once a faculty member volunteers to sponsor an activity, organization, or club, he/she will remain the sponsor until the District assigns a teacher or another faculty member volunteers to the activity, organization, or club.

Teachers who wish to start student organizations or clubs not listed on the current list of student clubs, organizations, etc. must request permission from the Board of Education before discussing them with students or parents.

TRIPS

All out-of- state trips, except those to participate in activities sanctioned by the Oklahoma Secondary Schools Activities Association or vocational student organization activities sanctioned by the Oklahoma Department of Vocational Technical Education, must be approved by the Board in advance. The organization will be responsible for all expenses for out-of-state trips, conventions, parties, and related activities.

BUDGETS

All requests and/or POs for funds from the general fund must be approved by the Board prior to purchase.

FUNDRAISERS

Each group must present a list of proposed fundraisers and a proposal for how funds raised from each fundraiser will be expended to the Board for approval before raising funds or spending them. All fundraisers and budget plans must be board-approved prior to implementation.

TEN DAY RULE

The State Board of Education requires that:

- A. The superintendent and Board annually review the scheduling of activities to ensure minimal interruptions to a student's instructional program.
- B. The maximum number of absences from activities, whether sponsored by the school or by an outside agency/organization, that remove the student from the classroom shall be 10 per semester (policy FDC-R1). Excluded from this number are state- and national-level school-sponsored contests. State and national contests are those for which a student must earn the right to compete.

TRANSPORTATION

All transportation requests must be submitted/requested to the site principal, superintendent, and transportation director at least one week prior to the trip. Due to limited transportation equipment and drivers, equipment will be assigned, according to requirements and necessity, on a first-come, first-served basis.

The sponsor of the organization, group, or individual using the transportation equipment is responsible for ensuring it is returned in the same condition of cleanliness in which it was issued. The sponsor is responsible for students' behavior, routing, designating departure time, etc. The driver will not break any laws in order to accommodate a sponsor who has used an inappropriate leaving time, etc. The assigned driver is directly responsible to the designated sponsor.

To receive reimbursement for transportation expenses, a request must be submitted in advance. If school transportation equipment is unavailable, the employee will be reimbursed at the IRS rate the month following the travel.

DISCIPLINE

Discipline is primarily the responsibility of certified personnel, except for bus drivers and assigned seats. All personnel will follow board policy and handbooks when administering discipline.

Documentation of detentions/suspensions will be reported to the superintendent, principal, and parent in writing or email and entered into the student information system.

CARE AND CLEANLINESS OF FACILITIES AND GROUNDS

A clean, safe environment is important for the learning process. This requires a team effort. While the custodial and maintenance personnel are responsible for the actual cleaning and repairs, all staff will assist in keeping our schools clean and safe.

Personnel who observe students throwing or dropping trash anywhere on the campus or in the facilities should request that the student pick it up and place it in the proper receptacle. When student groups use the facilities after school hours for activities or practice, they are responsible for any excess trash (i.e., do not allow your students to leave pop cans, pop bottles, candy wrappers, etc., lying around).

Personnel will be required to request, in writing, any needed repairs or items requiring immediate attention.

TELEPHONE

School telephones are for the District's business use. Personal calls to or from employees or students are not permitted except in either emergency situations or when a group returns from an activity. Use of cell phones during class is discouraged and should only be incorporated for educational purposes.

ABSENCES FROM WORK

If an employee must be absent from work for any reason, it is the employee's responsibility to notify his/her immediate supervisor as early as possible. The supervisor **and/or designee** is responsible for arranging for substitutes. The supervisor is also responsible for establishing a means for the employee to contact either him/her or a designated individual.

When the employee returns to work, it will be the employee's responsibility of the employee to complete the online absentee form within 24 hours.

Absences from work fall into two categories, these are:

1. Paid Leave

- a. Sick leave—Each employee is entitled to one day of sick leave per month during the school year. Certified personnel's sick leave is vested at the beginning of each year. Non-certified personnel acquire sick leave on a monthly basis. Sick leave is cumulative to sixty days. If an employee has missed more than 5 consecutive days of school due to illness, the employee must submit a doctor's statement with the absence report.

Employees may transfer sick leave to another employee in accordance with policy DEFA-R1.

- b. Military leave—Any employee who is a member of the Oklahoma National Guard or a Federal armed services reserve will be entitled to paid leave for 30 days if called to active service.
- c. Jury Duty—Each employee who is called to jury will be paid her/his full current salary. All compensation paid to the employee by the court, except travel expenses, will be reimbursed to the District.
- d. Personal leave—Each employee is entitled to three days of paid personal leave per year. Personal leave should be requested in advance by completing and submitting an Absence Report Form. Personal leave may not be taken the day before or the day after a school break, and may not be taken in consecutive days. Exceptions must be approved by the administration in advance. In the event of an emergency, the employee may contact their administrator by phone or in person and complete the Personal Leave form upon their return. Only 3 days of personal leave are allowed per year. Any personal leave taken in excess of the district-approved days can result in a dock of pay. Unused personal leave will convert to sick leave at the end of each school year.
- e. Vacation—Twelve-month employees of the District are entitled to one week of paid vacation after one year and two weeks after two years. Non-certified twelve-month employees who are required to work Christmas break, spring break, etc., are entitled to three weeks after ten years.

- f. Bereavement leave—In the case of a death in the family, the employee will be entitled to up to three consecutive work days of leave.
- g. Maternity Leave - Oklahoma educators are eligible for 6 weeks of state-funded paid maternity leave immediately following the birth of a child. Thanks to key legislative expansions like House Bill 1601, educators can also use up to six weeks of accrued sick leave to extend their paid time of

2. Unpaid absences

- a. Leave of absence—An employee may make arrangements with the superintendent to be absent even if the absence is not covered by any other leave. This leave must be requested well in advance of the anticipated absence and will only be granted if it does not conflict with the best interests of the District.
 - i. Uncovered sick leave—Certified employees that have exhausted all sick leave will for the next 20 days have deducted from their salary the amount that the district would pay a certified substitute whether a substitute is employed or not. Each day thereafter, the employee will have the amount equal to one day's pay deducted from her/his salary.

PAYMENT FOR UNUSED LEAVE UPON TERMINATION OF EMPLOYMENT WITH WELLSTON SCHOOL DISTRICT

A full-time employee with at least ten years of service with the Wellston School district upon retirement or leaving employment while in good standing is eligible. Full-time is defined as six (6) hours per day for employees with a minimum of a 10-month yearly contract.

- A. Non-certified employees shall be paid for unused sick leave at the rate of \$30.00 per day for days accumulated (maximum of 100 days) while employed by the Wellston School District.
- B. Certified employees shall be paid for unused sick leave at the rate of \$50.00 per day for days accumulated (maximum of 100 days) while employed by the Wellston School District.

PURCHASING

No purchases will be made without an approved "Purchase Order Request". "Purchase Order Requests" will be submitted online through the student information and accounting system, Wen-Gage. This applies to both appropriated funds and activity funds.

Activity Fund —Purchase Order Requests will be compared to the account balance and the account's purpose before approval. NO Purchase Order Request will be approved for an amount greater than the account balance.

Appropriated Fund —Purchase Order Request will be evaluated for need, appropriation balance, and educational value. No Purchase Order Request will be approved that would lower the appropriation balance below 10% of the original appropriation, except in the case of necessity.

The superintendent is responsible for approving all Purchase Order Requests. If the request is for appropriated funds, the request must be approved by the superintendent and presented to the Board for approval. If the superintendent does not approve the request, the employee may appeal the decision to the Board. Under no circumstances will a Purchase Order Request in excess of the appropriation be approved.

DRESS CODE

As educators, we expect professional dress. It is difficult to write a dress code that covers every possible attire for faculty members. What might be appropriate in one setting or area might be completely inappropriate in another. The following guidelines will establish a reasonable and appropriate dress code for faculty members.

When school is in session, in the regular classroom, office setting, on duty, or in the lunchroom, eating, the following clothing could be considered inappropriate:

1. Sweats or warm-ups
2. T-Shirts except on Fridays, and they must be Wellston School T-shirts
3. Shorts
4. Too casual of footwear (No flip flops, crocks, or chacos)
5. Clothing that fits so tightly that it is suggestive or vulgar in appearance (No leggings, tights, or jeggings, unless a shirt, sweater, or other garment provides appropriate cover)
6. Blue jeans—except on designated days by the administration. Any funds collected from these designated days will be used for awards and special events. Jeans cannot be faded, acid-washed, or have holes.

We should always be aware that appearance does count. It makes a good or bad impression on parents, students, and guests at our school. It helps to establish the climate of our school and makes a statement that we are professionals and expect to be treated as professionals.

PARENT – TEACHER CONFERENCES

The Wellston Board of Education establishes parent-teacher conferences during the school year (see school calendar in appendix). All faculty members are required to participate in the parent-teacher conferences unless approved by the administration. Elementary teachers, grades Pre-Kindergarten through Fifth, will make every effort and accommodations to schedule meetings with all parents. Secondary teachers, grades six through twelve, will be available on the scheduled dates/times and make necessary accommodations for parents who are unable to attend.

EXTRA DUTY ASSIGNMENTS

The administration is responsible for organizing and assigning personnel to ensure the safe operation of all District-sponsored events. The administration will make every effort to allow teachers to sign up for and participate in the activities they prefer. The Wellston School District will pay for these extra-duty assignments at a fixed hourly rate. If other dates become available, the administration will attempt to fill them with personnel who wish to or are willing to work.

FIELD TRIPS

Field trips should be educational in concept and purpose. They should be planned with the goal of achieving a specific objective. Field trips should not be designed or used as end-of-year parties. The teacher should work closely with the principal to schedule, plan, and implement educational field trips.

Field trips should be scheduled to leave at the beginning of the school day and return at least 15 minutes prior to the bus loading time at the elementary school. The field trip should be scheduled as an integral part of the class curriculum.

TEACHER EVALUATION

The main function of teacher evaluation is to improve each teacher's job performance. Teacher evaluations will be conducted by the principals. Each principal will hold a faculty meeting to discuss the TLE evaluation procedure prior to October 1st each year. Teachers are to be evaluated in accordance with the **current** TLE guidelines and procedures.

Career-status educators should be observed twice a year. One observation with actionable feedback should occur in the fall, and one observation with actionable feedback should occur in the spring. The final evaluation with actionable feedback should occur in the spring. Probationary educators should be observed once during the first nine weeks, once during the second nine weeks, and again in the third nine weeks. All observations should be followed by a feedback conference. The final evaluation with actionable feedback should be held in the fourth nine weeks.

If the teacher disagrees with his/her evaluation, the teacher may, within 10 working days of receipt of the evaluation, file a written statement disagreeing with it. The written statement of disagreement will be attached to the evaluation; it will not change

the evaluation. The evaluation will be filed in the teacher's permanent file located in the Administrative Office Building.

Any teacher whose evaluation indicates that his/her position with the District might be in jeopardy will be notified of his/her need to improve. The principal and the teacher will develop an improvement plan.

Elementary School

CLASS PARTIES

Elementary school, grades PreK–5, will hold parties with the principal's approval.

GRIEVANCE PROCEDURE

Every effort should be made to resolve grievances at the lowest level. The following procedures will be used in order to resolve grievances;

Parent or Pupil Grievances

1. An attempt should be made to settle the grievance at the source of the problem at the building level. Should the problem stem from a classroom situation, the teacher should be consulted first to resolve it.
2. Should the problem not be resolved at the classroom level, the student or parent may appeal to the school principal, who will attempt to resolve the issue. If the principal is unsuccessful, he/she should advise the parents and students that they may appeal to the superintendent, who will, in turn, attempt to solve the problem.
3. Should the superintendent exhaust his/her resources in attempting to resolve the issue, he/she will advise the parents and students that they may direct a letter to the clerk of the Board of Education asking for a hearing before the Board. The Board of Education, through its clerk, will advise the parents and student or students of its decision relative to the request. The Board may,
4. Upon investigation of the matter, grant a hearing, if so, and set a time for the hearing within ten (10) days of the date the request is received.

Teacher Grievances

1. Teachers must first take the complaint to their immediate supervisor.
2. When a satisfactory solution cannot be reached with their immediate supervisor, they will proceed to the next step in the organizational chart.
3. When all other avenues have been exhausted, the superintendent will receive the complaint in writing, review and investigate the problem, and render a judgment in writing within five (5) days of receiving the complaint.
4. If the complainant is not satisfied with the outcome of the superintendent's judgment, the complaint may be filed, in writing, with the Board through the Clerk of the Board. The complaint will be placed on the agenda for the next regular board meeting.
5. The board clerk, upon receipt of a written, signed statement of grievance and/or request for hearing, will, within 48 hours;
 - a. Notify the superintendent to place the grievance on the agenda.
 - b. Ask the superintendent to provide the members of the board with written reports from the person lodging the complaint, the person against whom the complaint is lodged, and the superintendent prior to the board meeting.
6. The board will review the written statements and may request verbal clarification from all parties involved in the problem.
7. After hearing the facts, the Board will render a decision. The complainant will be notified of the decision within seven (7) days of its issuance. The superintendent will act for the Board in advising the complainant of the Board's decision.

RELATIONS WITH OTHER EMPLOYEES

There are five people employed by the Wellston school district in supervisory capacities. These five people are:

1. Superintendent
2. Middle/High School Principal
3. Elementary School Principal
4. Cafeteria Manager
5. Maintenance/Transportation Director

Unless you are employed in one of these five positions, you are not responsible for correcting any of the employees of this school district, except yourself.

Harmony is a vital ingredient in the success and well-being of any school district. Harmony exists only when each employee is performing their job function. In the interest of harmony, all problems should initially be handled informally and at the lowest possible level. Therefore, in the future, we will use the following procedure when one employee has a complaint against another employee:

1. If, in the performance of your job function, you observe something that another employee is doing that is in the school district's and the students' best interests, you should discuss what you have observed with the individual's immediate supervisor.
2. If, after discussing the adverse behavior with the supervisor, you observe further examples of the same adverse behavior, make a formal written complaint against the individual and present it to the immediate supervisor, along with a copy to the superintendent. If the superintendent is the immediate supervisor, the copy should go to the board of education's president.
3. The immediate supervisor will be required to provide written documentation to the superintendent or the president of the board of education, whichever is applicable, within 10 days of receiving the written complaint, detailing their findings regarding the adverse behavior.
4. If the superintendent is not the immediate supervisor, the superintendent shall have 20 days from the date of the initial written complaint to provide written documentation to the board of education regarding his findings of the adverse behavior.

Step 1 is an informal procedure to address potentially adverse situations before they escalate. Steps 2 through 4 are the necessary steps in a formal manner for problems that cannot be handled in the informal procedure of step 1.

Confrontations between employees when one is not a supervisor should be avoided, except in an emergency. The emergency situation must be documented.

GRADING

Each teacher should communicate to students and parents as to how grades will be determined in his/her class. The information should include details regarding test scores, homework scores, workbooks, reports, etc. The teacher should make every effort to record at least 2 grades per week, so that when the student's scores are averaged, the average will be representative of the student's work to date.

MAKE-UP WORK

All Wellston students are expected to make up any homework assignments due or made while they are absent. If the absence is deemed excused, the student will be allowed one day for each day they were absent prior to the due date of the assignment up to a maximum of five days. If the absence is deemed unexcused, the assignment will be due when they return to school. If a test was given when a student was absent with an excused absence, the teacher must do one of the following:

1. Give the student a make-up test after allowing the same number of days, a maximum of five days, during which the student was absent prior to the test. The make-up test should be either the same test or one of equivalent difficulty.

If a test was given when a student was absent and deemed unexcused, the student will be given opportunities to take the test with full credit available, per school policy FDC-R1. All absences will be defined according to school policy.

CONFIDENTIALITY

Confidentiality of student and teacher records and information is protected by both Federal and State Statutes. It is incumbent on all school employees to protect these rights. In order to provide for the protection of these rights, the following guidelines should be used:

1. Individual students or teachers should never discuss with individuals or groups not employed by the school.
2. Individual students should not be discussed except with the principal, counselor, or other teachers in a meeting set for that purpose by the principal or counselor.
3. Any information that is personally identifiable with a student or teacher will not be shared with anyone except the principal, counselor, parent or student.

THE PROTECTION OF CONFIDENTIALITY IS A RESPONSIBILITY OF ALL EMPLOYEES.

USE OF TOBACCO

Wellston Public Schools is a 24/7 Breath Easy school district. Use of tobacco products and/or vape products is not permitted by employees, visitors, or students at any time at the elementary, middle, and high school campuses or facilities.

PLANNING PERIODS

The State Board of Education requires that each teacher be given a minimum of 200 minutes per week of scheduled time for individual planning, preparation, and consultation. Teachers will use this time to prepare materials for their classes, develop lesson plans, conduct state assessments, and consult with experts, parents, other teachers, students, or administrators. Because the State Department of Education requires this time to be scheduled and specifies its uses, teachers will be held accountable for it as if they had a class.

CAFETERIA PROGRAM

The Child Nutrition Program is designed for the students and follows the USDA school breakfast and lunch guidelines. The menu is planned and designed to provide the students with a balanced meal. The quantities served are set forth by the Federal Child Nutrition Program. We receive commodities for student meals and are required to charge a higher rate for the adult meals based on the commodities used, not for larger portions. The extra charge for adult meals is established by the Child Nutrition Program. Students are given a minimum of 20 minutes to eat in a clean and supervised setting.

WORK HOURS

On days when school is in session, teachers are expected to arrive no later than 7:45 a.m. and leave no earlier than 3:30 p.m., unless arrangements have been made with administration. Teachers assigned extra duty may be required to arrive earlier or stay later. Teachers will be notified of arrival and departure times on work days and professional days. All employees must notify the appropriate office when leaving campus.

FACULTY MEETINGS

The superintendent and/or principal will hold faculty meetings. Attendance will be required of all faculty members.

WELLSTON SCHOOL POLICY		DEE-R
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TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board, and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be submitted as early as possible and placed on the building calendar and the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The district will not pay for any board member or employee dependent-care expenses, regardless of whether the funding source is federal, state, or local funding.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expenses will be reimbursed at actual cost for a single-occupancy room, not to exceed \$120 per night per person.

Documented meal costs will be reimbursed in an amount not to exceed \$25 per meal or \$50 per day when appropriate receipts are provided. The district will pay up to 18% of the cost of meals for a meal gratuity. The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved by the board as a separate item. The board may approve payment of meal expenses on a per diem basis. However, all meal expenses must be itemized and documented, or they must be reported as taxable compensation under IRS rules. If overnight travel is not involved and/or a meal is not provided as part of a workshop or a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and processed through payroll.

Expenses for registration, parking, tolls, and similar expenses will be reimbursed upon documentation with receipts or notarized affidavits.

School vehicles, when available, may be used only for official business. Private vehicles may be used when school vehicles are not available. Mileage expense will be reimbursed at the current IRS-approved rate per mile when a school gasoline credit card is not used.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment each month.

REFERENCE: 70 OK Stat § 5-117
2 C.F.R. 200.432 and 200.474