

**WATTS PUBLIC SCHOOL**

**2019-2020**

**PARENT / STUDENT**

**HANDBOOK**

**Grades 5<sup>th</sup>-12<sup>th</sup>**

**Tony Mitchell, Principal**

**Jamie Thurber, Administrative Assistant**

**Lisa Weaver, Superintendent**

WELCOME TO WATTS SCHOOL! If you are new to Watts School this year, we want to welcome you to one of the finest Class A schools in the State. If you are an old hand returning for another year, you don't have to be told that the **"HOME OF THE ENGINEERS"** is a great place to go to school.

One thing that makes Watts School great is our student body. You, the student, are our greatest asset. You are important. Every student should shine with pride and enthusiasm whether at an athletic contest, in a school play, learning in class, or cheering with the crowd. You represent the school wherever you are so act like a winner and be a winner.

**SCHOOL COLORS:** Orange and Black

**MISSION STATEMENT FOR WATTS PUBLIC SCHOOL**

“In partnership with families, Watts Public School will provide a safe, respectful environment that challenges all students to be responsible, productive citizens and independent life-long learners in an ever-changing world.”

-

-

## WELCOME

Welcome to Watts Public School! We are looking forward to a great school year. The faculty and staff have prepared a busy year geared for learning important skills, achieving success, and enjoying our school community. Be proud of your school because we are excited to have you as a part of our student body.

This handbook will give you the information concerning Watts Public School policy. Both you and your parents/guardians need to become familiar with the policies and procedures we will follow this year. By studying this information, you will know what responsibilities and duties you will have as a student at Watts Public School.

-

-

-

## CAMPUS

Our school days are Monday-Thursday from **7:50 a.m. to 3:55 p.m.** Teachers are on duty at 7:30 a.m. Students should not arrive before 7:30 am. No student is to leave the campus until school is dismissed without permission from the principal or the principal’s designated representative. Students may be checked-out by parents or guardians at the office.

## **SCHOOL VISITORS - RESTRICTIONS ON PRESENCE OF SEX OFFENDERS ON DISTRICT PREMISES**

Because a safe learning environment promotes academic and social growth, the district desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the state as sex offenders have committed acts totally incompatible with a safe learning environment. **Accordingly, registered sex offenders are prohibited from being on any district property or attending district-sponsored activities at all times.** Administrators are authorized to direct such offenders off district property and/or to notify law enforcement for noncompliance with that directive.

### Limited Exception for Parent/Guardian

-

If the registered sex offender is the **custodial parent or legal guardian of a child who is enrolled at the district**, the registered sex offender may only enter district grounds to:

enroll their child, after prior notice to the site principal

deliver or retrieve their child during normal school hours

deliver or retrieve their child from a district-sponsored extracurricular activity

While performing these delivery/retrieval functions, the registered sex offender may not exit his/her vehicle (unless prior approval has been granted by the site principal).

The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the district, may not be on district property or at a district function at any other time.

Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the district can make arrangements with the school principal to receive communications about their child by phone, letter, or e-mail instead of in-person communication with district personnel.

## **ADMISSION REQUIREMENTS**

### **1. IMMUNIZATIONS (also see page 12)**

The State Board of Health currently requires that all students attending school in Oklahoma have had at least 1 dose Varicella (chicken pox), 5 DPT or Td shots, 4 doses of polio vaccine, and 2 doses each of measles and rubella immunizations received on or after the child's first birthday and 3 doses of Hepatitis B, and 2 doses of Hepatitis A . *Students entering seventh grade are required to have one dose of Tdap (tetanus, diphtheria, and acellular pertussis vaccine). This vaccine provides a booster dose of pertussis (for whooping cough) along with the tetanus and diphtheria booster (Td) and is recommended for children at 11- to 12-years-old. There is no grace period allowed for complying with this requirement except with military children from another state, who have 30 days from the date of enrollment to be immunized.*

Children following a medically approved schedule for completion of an immunization series may be allowed to attend school; however to remain in school the series must be completed as directed by a licensed physician. Parents or guardians are requested to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority.

### **2. RESIDENTSTUDENT**

Any student who resides in the Watts School District with his/her parents or legal guardian or is a ward of the court is considered a resident student. Proof of residency is required. A utility bill in the name of the parent or other documentation must be provided *prior* to enrollment.

### **3. TRANSFERSTUDENT**

Any student residing outside Watts School District may be granted a transfer.

Such a transfer must receive the approval of the Administration of the receiving district. Students must reside in Oklahoma in order to receive a free public education. Any student living in Arkansas and wanting to attend Watts Public School must pay tuition. Proof of Oklahoma residency is required.

### **RESIDENCYDISPUTES**

The Watts Administration shall resolve all residency disputes arising with students enrolling in the Watts School system. Procedural information can be obtained from the High School Principal.

### **ABSENCES: SCHOOLREGULATIONSREGARDINGABSENCES**

One of the most important factors of success in school is regular attendance. Irregular attendance is one of the chief causes of failure and subsequent withdrawal from school. During any reporting period the maximum number of days missed shall not exceed seven (7) per semester. Students missing more than seven (7) days per semester will receive a grade of "59" if they were passing or the grade they earned if they were not passing. Extreme cases of illness or emergency may be considered by the principal. For severe or extended illness, a doctor's note must be on file. Whenever possible a representative from the school will call home when a student is absent from school.

### **Adair County Policy**

Due to the attendance issues of the youth in Adair County, representatives of each school, the Sheriff's Department, the District Attorney's Office and Judge Brown have developed a unified plan to try to alleviate the poor attendance issues that plague our schools and thereby affect our test scores and a host of other community related issues. The Cherokee Nation is also implementing a School Advocate for Cherokee students with attendance issues. The following is the Adair County Plan for dealing with attendance:

**At 3 absences** - phone call/letter to parent regarding absences and policy.

**At 5 absences** - letter of impending citation delivered by truancy officer at home (if Cherokee - CN School Advocate possible visits). Copies to DA and the child's cumulative record.

**At 7 absences** - truancy officer issues citation for truancy - Copies to DA and child's cumulative record and the Court is now involved.

**Any further absences** - danger of ticket for each absence/Court's continued

involvement/Copies to DA and the child's cumulative record. At the new semester the process will start over with special attention paid to those issued citations in the previous semester.

-

### **MAKE UP WORK:**

Students will be allowed to make up work missed. The allotted period of time to make up work will be equivalent to the length of the absence unless the nature of the absence warrants an extension. It is the **student's** responsibility to find out what he/she has missed and to make it up within the allotted time. If the student is present when assignment is made, and is absent when the assignment is due, the assignment must be turned in upon the students return to class.

A student at school during a test review or test announcement and who is absent on the day of the test must take the test on the day the student returns to school. Any exception will be by joint agreement between the teacher and principal. Late work will only be accepted in extenuating circumstances upon agreement between the student, the teacher, and the building principal.

### **ABSENCE BECAUSE OF SCHOOL SPONSORED ACTIVITIES:**

When students leave on a school sponsored activity, they are responsible for assignments, tests or other projects which were missed while they were gone. Make up time will be equivalent to the length of the absence.

### **PRE-ARRANGED ABSENCES:**

A pre-arranged absence may, in some cases, be obtained if a student must miss school due to travel with parents, career planning, driver's test, extenuating circumstances, etc.. Seniors will be allowed two (2) days to visit colleges. To obtain a pre-arranged absence the parent must first contact the Principal at least three days in advance to obtain approval. Before a pre-arranged absence is approved, a grade check will be made. If a student is not passing in all subjects the absence may be disapproved. Students may be required to do at least one half of their work before they leave as a condition for approval.

### **TRUANCY – Watts School Policy**

Truancy is when a student is absent without proper excuse from his assigned place.

Students who are truant will be disciplined. If a child is absent without a valid excuse for three (3) days or parts of days within a four week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the attendance officer must notify the parent and immediately report such a student to the District Attorney . H .B . 1975 effective July 1, 1995.

### **TARDYPOLICY**

Tardiness disrupts the learning process for both students and teacher. Therefore, a student who is tardy without an excuse will receive discipline (see discipline chart). Three tardies are equivalent to an absence. A student tardy for more than 15 minutes or leaving class 15 or more minutes early will be counted as absent for that class.

Excused tardies are generally considered those resulting from the student being detained by a school official . In such cases the student must obtain a written excuse from the official. A teacher cannot excuse a student from another teacher's class .

### **EXTENUATINGCIRCUMSTANCES**

One of the most important factors of success in school is regular attendance. Irregular attendance is one of the chief causes of failure. This is true not only for school, but also for the workplace. It is the school's responsibility to help our students learn to be prepared for the workplace atmosphere. It is crucial for the success of each individual student to develop and maintain good attendance. Students should not miss class unless it absolutely cannot be helped.

**Extenuating circumstances will be taken into consideration and other arrangements may be deemed necessary. The Principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family.**

### **Attendance Policy**

**According to this policy, a student who is not "in attendance" is considered absent. Any absence will be counted as UNEXCUSED if documentation is not received within 4 school days of the students return to school. If a student gets more than seven (7) unexcused absences in a class in a semester the student will automatically fail the class.**

<b>Total # of Days Absent</b>	<b>Acceptable Reasons for a Student Absence to be Considered EXCUSED.</b>	<b>Documentation Required within 4 school days.</b>
<b>One</b>	<b>Any reason that a student's parent or guardian</b>	<b>Parent or Guardian</b>

<b>through four Five and above</b>	<b>approves</b>	<b>note only.</b>
	<ul style="list-style-type: none"> <li>• <b>Student illness (Note: to be deemed excused, an appropriately licensed medical profession must verify all student illness absence, regardless of the absence length. Ex: Chiropractor cannot write a note for the flu)</b></li> <li>• <b>Death in Student's family or other emergency beyond the control of the student's family.</b></li> <li>• <b>Mandated court appearance.</b></li> <li>• <b>Extraordinary educational opportunity (Must be pre-approved by Principal)</b></li> <li>• <b>Doctor Appointment (Medical, Dental, etc)</b></li> <li>• <b>Counselor, Psychologist, Social Services referral.</b></li> <li>• <b>College Visit (2 during student's senior year)</b></li> </ul>	<p><b>Must have additional documentation. Ex: Doctor's note, Court summons, college brochure etc.)</b></p>

**\* No phone calls will be accepted. Parents may still call to check out their child but it will be counted as unexcused until the office has documentation.**

In cases where a student's extended absence goes past four days the additional days will be considered unexcused. Ex: Student goes on vacation for five days. The first four can be excused, the fifth day would be considered unexcused.

### **Documentation:**

All Parent or Guardian Notes need to have the following information:

Date(s) of Absence

Reason for Absence

Signature of parent or guardian

All additional documentation must be signed and dated by the proper authority. (Doctor, Court official, etc.)

**ALL DOCUMENTATION MUST BE TURNED IN NO LATER THAN TWO (2)**

## **DAYS AFTER THE END OF A SEMESTER**

### **Absence Forms**

The office will have Absence Forms for any parent/guardian that is checking their child out during school.

### **Watts Public School**

### **Disciplinary Point System**

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior at Watts Public School. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within school property and at any school event.

The vehicle used to implement the discipline system is a point system. All points will be assessed by the building administrator or designee. The student shall have the right of due process and notice of the following:

1. The type of conduct which will subject the student to disciplinary action.
2. Notice of the specific rule violation by the student.
3. Notice of the date of appeal in advance to permit preparation of the defense

where removal of more than ten (10) days is involved.

Policy applies to the entire academic year, grades 5-12, and is to be the behavior code for our students at school and at all school sponsored events.

- Student may be punished on multiple offenses during a single incident.

Offenses not specifically listed may also result in points being assessed at the discretion of the building principal including but not limited to behavior requiring police investigation.

In the event that a student receives Suspension from School Property the parent/guardian will be notified to pick up their child. If the parent/guardian is unable to pick their child up then the student will go to In-School Suspension for the remainder of the day and will serve his suspension starting the following school day.

Students are expected to go directly home at the end of the school day or school sponsored event. Anything deemed as disorderly conduct while on campus will be subject to disciplinary action.

Note: A weapon includes but not limited to conventional objects like guns, knives, mace/pepper spray or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pens, pencils, jewelry, furniture and so on. Criminal charges may be filed for this violation. It will make no difference whether or not the weapon belongs to someone else unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it is confirmed that a weapon belonged to a student other than the one who possessed the weapon that student shall also be subject to the same disciplinary action. No student is permitted to have in his/her possession any instrument exclusive of school-related supplies, which may be capable of inflicting bodily injury, either on school campus or at any school sponsored activity.

### **Parent/Guardian contact will be made informing:**

1. At all levels a notice will be sent home and/or a phone contact will be made informing the parent/guardian of the violation(s). Parental conferences may also be necessary to help modify behavior.
2. Whenever deemed appropriate, counselors/social workers, outside agencies and law enforcement officials may be brought into the process.
3. Any points assessed during the final two (2) weeks of school will be held over to the following school year on the individual's point record.

### **Point Roll Back**

1. If a student has no disciplinary referrals/action for twenty (20) school days, the student's point total will be reduced by three (3) points by the building principal.
2. Upon returning from a suspension from school property (SSP) of 5 days or more the student's points will be reduced to two (2) points.
3. Any discipline that requires suspension from school property (SSP) less than 5 days, the student's points will roll back to zero (0).
4. Students will begin a new school year with zero (0) points, unless points were assessed during the final two weeks of the previous school year. Any points assessed during the final two weeks will be held over to the following school year on the individual's point record.
5. Points may be rolled back, upon administrative approval, if a student voluntarily engages in community service directly involved with Watts Public School. Credit will be given at a rate of one point for every hour of successful service.

### **Suspension Appeal Process**

Suspensions of ten (10) or less days may not be appealed. However, suspension for more than ten (10) days may be appealed in writing to the Superintendent within two (2) school days. The written appeal must contain the reason(s) that the suspension is being appealed. All suspensions over ten (10) days will be presented and approved by the school board. Parent/Guardian will be notified of the School Boards final decision.

The student may be reinstated during the appeal process unless it is determined that the

student's attendance would jeopardize the safety of the student or of others.

### **Disorderly Conduct Offenses**

Students must conduct themselves at all times in a manner consistent with the goals and values of Watts Public School. Students should recognize that when they go to and from school or participate in school activities or beyond, they are representatives of the school and must conduct themselves in a manner that reflects well on Watts Public School.

### **Event Spectators**

Sportsmanship is an important element in the success of all school activities. Spectators are encouraged to be positive and respectful to all people attending, working or participating in the activity. Spectators at school sponsored activities can be subject to suspension and/or ejected from any and all school functions for disorderly conduct on school campus. Any spectator that is ejected from a school event will also not be allowed to attend the next event of the same age group (ex. If a spectator is ejected from a high school event, then he/she will not be allowed to attend the next high school event).

### **DISCIPLINARY GRID**

<b>Offense</b>	<b>Points Per Occurrence</b>			
	1st	2nd	3rd	4th
Academic Dishonesty/Cheating (+ zero on assignment/test)	2	3	4	5
Alcohol or other drugs- Sale or Transfer (Local police may be called)<	*	**		
Alcohol or other drugs- use, possession. Also applies to look-alike drugs or look-alike beverages such as non-alcoholic beer. (Local police may be called)<	15	*	**	
Arson ( + restitution)<	12	*	**	
Assault- Local Police may be contacted.<	10	12	*	**
Assault on any school employee or volunteer- Local Police may be contacted.<	*	**	**	
Banned Items- Audio speakers, sunflower	1	2	3	5

seeds, other electronic devices, lighter, laser, etc. (+ confiscation)						
Bomb Threat, False Fire alarm, False 911 Call<	*	**				
Bullying - including but not limited to electronic/written.	5	8	10	12		
Bus/Transportation Violation (+ loss of bus privileges)	2	3	4	5		
Cell Phone Violation (including but not limited to possession, recording, texting, calling) + confiscation	1	2	3	3		
Computer- Inappropriate usage or Trespassing	2	4	5	8		
Disrespectful behavior toward a school employee/volunteer.	3	4	5	8		
Dress Code Violation	2	3	4	5		
Drug Paraphernalia<	12	15	*	**		
Extortion/Physical Threats for favor or money.	5	8	10	12		
Falsification (non-academic issues)	1	2	3	5		
Failure to serve detention	4	5	8	8		
Failure to serve in-school suspension	SSP for # of days in ISS plus 2 more days					
Fighting<	8	12	15	*		
Gambling	8	10	12	15		
Incite unsafe conditions	3	4	5	5		
Instigating/provoking a fight	3	4	5	5		
Insubordination	2	3	4	4		
Improper use of car or motorcycle (+ loss of privileges)	3	5	8	10		
Harassment: including but not, limited to racial, religious or sexual orientation.	2	3	4	5		
Leaving without permission (class) -Truancy	2	3	4	5		
Leaving without permission (school campus) - Truancy	4	5	8	10		
Loitering/Trespassing	2	3	4	4		
Misconduct/Classroom disruption	2	3	4	4		
Physical Aggression	4	5	5	5		
Pornography (Distribution)	3	5	8	10		
Pornography (Possession)	3	4	5	8		
Possession or Use of Drugs or Alcohol<	15	*	**			
Profanity	2	3	5	5		
Profanity, vulgarity or lewd behavior directed toward a school employee/volunteer.	4	5	8	10		

Public Display of Affection	1	2	3	5		
Sale or Distribution of Dangerous Substance<	15	*	**			
Skipping class	2	3	5	8		
Theft of property (less than \$25)	3	4	5	8		
Theft of property (more than \$25)	4	5	8	10		
Serious threat or implied threat to school employee or their property.<	5	10	*	**		
Serious threat or implied threat to another student or their property.	3	5	8	10		
Tobacco use, possession (including e-cigarettes and any type of vaping)	4	5	8	10		
Unauthorized sale of items (other than alcohol, tobacco or drugs)	1	3	4	5		
Under the influence of an impaired substance. (Local police may be called)<	12	15	*	**		
Vandalism or destruction of school property less than \$50 & restitution.	5	8	10	12		
Vandalism or destruction of school property more than \$50 & restitution.	8	10	12	*		
Weapons Possession<	**					
<b>Levels of Disposition are as follows:</b>						
1 point – Warning						
2 points – Detention						
3 points- 1/2 day of In-School Suspension (ISS)						
4 points - 1 day of In-School Suspension (ISS)						
5-7 points - 3 Days of In-School Suspension (ISS)						
8-9 points - 3 Days of Suspension from School Property (SSP)						
10-11 points - 5 Days of Suspension from School Property (SSP)						
12-14 points - 8 Days of Suspension from School Property (SSP)						
15+ points – 10 days of Suspension from School Property (SSP)						
* - Suspension for the remainder of School Year (EOY) or till next scheduled school board meeting so length of suspension can be appealed and finalized.						
** - Suspension for an entire Calendar Year (CY SSP) or till next scheduled school board meeting so length of suspension can be appealed and finalized.						
< - Student will be put on Disciplinary Probation for his/her time enrolled at Watts School. If the student commits the same offence it will automatically be his/her next occurrence violation.						

## **IN-SCHOOL SCHOOLS SUSPENSION RULES**

- 1 . Students who do not follow all rules may be suspended as stated in the disciplinary grid
- 2 . Students are not allowed to talk .
- 3 . The administrator may determine that the situation requires more or less discipline based on the administrator's judgment .

### **SUSPENSION**

The principal shall have the authority to suspend any student who is guilty of the following acts while in attendance at Watts Public Schools, in transit by school transportation, under school supervision to or from school, and functions authorized by the school district:

- A . Conduct calculated to disrupt the operation of the school
- B . Immorality or profanity
- C . Conduct which jeopardizes the safety of others
- D . Possession, threat, or use of a dangerous weapon
- E . Violation of written school rules, regulations, or policies
- F . Assault and battery
- G . Possession of any narcotic drug, stimulant, barbiturate, alcohol, tobacco, hallucinogen, or controlled substance .
- H . Truancy
- I . Continual willful disobedience
- J . Not with standing any of the foregoing, and because of the disruption it poses to the educational process, all students are subject to disciplinary action, including suspension, for threatening, coercing, or harassing any school employee at any time . Students who have been suspended may petition the Suspension Committee for a review of the suspension . Procedural requirements may be obtained from the Principal .

K . Career Tech . suspensions for alcohol or drug related offenses will be honored by Watts

School .

**In-School Suspension** - served at school . Student may make up the work that is missed and that student is not counted absent .

**Suspension from School Property** -served out of school . Student may make up the work

missed . Student is counted absent . Student is not allowed on school grounds at any time for the duration of the suspension period . Student is counted absent for the suspended days but the suspended absences will not be counted against their eight (8) days of absences that the school allows per semester .

## **HAZING AND HARASSMENT**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity . No student in this school district will be subject to hazing, harassment, or any form of persecution by any student or employee whether connected to any fraternity or organization or not .

## **HARASSMENT**

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated . This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district .

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

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the

education of any student . Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act . Such behavior is specifically prohibited .

Harassment set forth above may include, but is not limited to, the following:

- 1 . Verbal, physical, or written harassment or abuse;
- 2 . Repeated remarks of a demeaning nature;
- 3 . Implied or explicit threats concerning one’s grades, achievements, etc .;
- 4 . Demeaning jokes, stories, or activities directed at the student;
- 5 . Unwelcome physical contact .

The superintendent shall develop procedures providing for:

- 1 . Prompt investigation of allegations of harassment;
- 2 . The expeditious correction of the conditions causing such harassment;
- 3 . Establishment of adequate measures to provide confidentiality in the complaint process;
- 4 . Initiation of appropriate corrective actions;
- 5 . Identification and enactment of methods to prevent reoccurrence of the harassment; and
- 6 . A process where the provisions of this policy are disseminated in writing annually to all

staff and students .

### **HEALTHSERVICES**

Vaccines Required to Attend School in Oklahoma:

[http://www.ok.gov/health/Disease, Prevention, Preparedness/Immunizations/Vaccines for Childcare/index.html](http://www.ok.gov/health/Disease_Prevention_Preparedness/Immunizations/Vaccines_for_Childcare/index.html).

	PRE- SCHOO L/ PRE- K	KG	1st – 6th	7th – 11th	12th
--	-------------------------------	----	-----------	---------------	------

VACCINES	Total doses				
DTaP/ (diphtheria, tetanus, pertussis)	4 DTaP	5 DTaP/DTP*	No additional doses	1 Tdap*	No additional doses
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV*	4 IPV/OPV**	No additional doses are required once a child has completed the required number of doses. If a student has not completed all of the required doses by the time they enter pre-school, kindergarten, or any grade above kindergarten, the doses must be completed on schedule.		
MMR (measles, mumps, rubella)	1 MMR	2 MMR			
Hep B (hepatitis B)	3 Hep B****				
Hep A (hepatitis A)	2 Hep A				
Varicella (chickenpox)	1 Varicella				
*	If the 4th dose of DTaP is given on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required				
**	Tdap (tetanus, diphtheria, and pertussis) booster (Only 1 dose of Tdap is required.)				
***	If the 3rd dose of IPV/OPV is given on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.				
****	If a child reaches age 11 and has not yet started the HepB vaccine series, he or she may receive a 2-dose series of Merck® Adult Hepatitis B vaccine instead of the 3-dose series of Pediatric HepB vaccine. The 2-dose series must be completed before the 16th birthday or the child must receive a total of 3 doses of HepB vaccine. If you have any questions about the 2-dose series of HepB vaccine, talk to your healthcare provider. All other children (younger or older) must have 3 doses of hepatitis B vaccine.				

### MEDICATION

If a physician requires a student to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of a student that a non-prescribed or prescribed

medication be dispensed to that student, the school nurse or designee may administer the medication as follows:

1 . Prescription medication must be in the **original container** that indicates the following

- A . Student's Name,
- B . Name and strength of medication,
- C . Dosage and directions for administration,
- D . Name of Physician or Dentist,
- E . Date and name of pharmacy,

(The pharmacist may label an additional container for use at school)

The medication must be delivered to the office upon arrival at school . The medication will be accompanied by written authorization (forms are available in the office) or a note from the parent, guardian, or person having legal custody that indicates the following:

- A . Purpose of medication,
  - B . Time to be administered,
  - C . Whether the medication must be retained by student for self-administration,
  - D . Termination date for administering the medication, and
  - E . Other appropriate information requested by the principal or the principal's designee
- . 2 . Nonprescription medication also may be administered with a written request of a parent,

guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective . The medication will be administered in accordance with label directions unless ordered otherwise by the student's physician. The medication must be in the original container.

3 . Student's consuming any type of medication not approved by a physician or parent, and without notification to the school administration or nurse, shall be subject to disciplinary action .

## HEAD LICE POLICY

**HB 1550 amends 70 O.S. Sec.210.194 to provide that any child with head lice may be prohibited from attending a public school, and that such child cannot re-enter school without certification from an authorized representative of the State Department of Health or a “health professional” (licensed physician, psychologist, osteopathic physician, registered or licensed practical nurse, or physician’s assistant) that the child no longer has lice.**

**Periodic checks for head lice are made throughout the school year. The parents of students found to be infested with nits or lice will be notified and the child must be removed from the school and treated. Before the child can return to school he/she must have a statement from a health professional stating that the student is lice free.**

## ELECTRONIC DEVICES

Students are not allowed to bring MP3 Players, IPODS, gaming devices, external speakers or any electronic device that interrupts the educational process. The school staff will not spend time or effort trying to retrieve any stolen electronic devices. Students are allowed to bring laptops, tablets and head-phones to school but can only be used with the approval of their teacher or use their personal head-phone .

## CELL PHONE POLICY

In order to embrace the new era of widespread technology and to better reflect the realities of a digital age, the Watts School Board has revised its policy on cell phone usage at school . Students **WILL** be allowed to bring their cell phones to school to be used only within the classrooms as an educational tool and at the **discretion of the individual classroom teacher** in order to enhance that classroom's education .

The students will be allowed to use their cell phones before the first bell rings in the morning, during breakfast and lunch times and after the final bell rings in the afternoon . Any cell phone or other electronic device used between the first and final bell without direction from a classroom teacher will be confiscated and the student will be subject to discipline actions . Also, students with cell phones do not have a right to privacy and that confiscated phones are subject to search .

The use of cell phones for field trips and sporting events during school activities will be

at the discretion of the teacher or sponsor/coach . The use of a cell phone while a

student is being transported to the Career Technology Center in Stilwell during school hours will be subject to the cell phone guidelines placed in the student handbook of the Career Technology Center which states, "Students may use cell phones during breaks or after class is dismissed unless it is an emergency ."

**PARENTS:**Please do NOT text or phone students during the school day. If you must contact your child, please do so by calling the high school office .

-

**Liability for Student Cell Phones:**

Watts Public Schools is in no way liable and is not responsible for loss, damage, or the theft of any electronic communication device that is brought to school .

**Disciplinary Action:**

Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action .

**GRADUATION REQUIREMENTS**

	<b>College Prep/Work Ready</b>	<b>Core Curriculum</b>
<b>Language Arts</b>	<b>4</b>	<b>4</b>
<b>Mathematics</b>	<b>3 – (Algebra 1 or above taken 9-12)</b>	<b>3 – (Algebra 1 or above taken 9-12)</b>
<b>Lab Science</b>	<b>3 – (1-Life Science, 1-Physical Science, 1-with rigor above Biology I or Physical Science)</b>	
<b>Science – can include qualified Agri. classes</b>		<b>3</b>
<b>History &amp; Citizenship Skills</b>	<b>3- (1/2 State History, 1/2 U.S. Govt, 1-U.S. History, 1-World History or Geography or other qualifying social studies course)</b>	<b>3- (1/2 State History, 1/2 U.S. Govt, 1-U.S. History, 1-World History or Geography or other qualifying social studies course)</b>
<b>Computer</b>	<b>2 or 2 of the same WL</b>	<b>1</b>

<b>Technology (CT)</b>		
<b>World Language (WL)</b>	<b>2 of the same or 2 CT</b>	
<b>Additional Unit</b>	<b>1-Unit from above or CTE, Concurrent, AP, IB approved for College entrance.</b>	
<b>Fine Arts/Speech</b>	<b>1</b>	<b>1</b>
<b>Personal</b>	<b>1</b>	<b>1</b>
<b>Financial Literacy</b>		
<b>Electives</b>	<b>8</b>	<b>10</b>
<b>Total Units Required</b>	<b>26</b>	<b>26</b>

### GRADEPOINTSANDSCALE

A equals 4 percent	.....	100-90
B equals 3 percent	.....	89-80
C equals 2 percent	.....	79-70
D equals 1 percent	.....	69-60
F equals 0 percent	.....	59% and below

### EXAMINATIONS

Examinations other than semester tests will be given at the discretion of the teacher . A schedule for semester examinations will be announced by the Principal before the end of each semester . State examinations will be given in the spring semester . State examinations are mandatory for all students to take .

### CONCURRENTENROLLMENT

Students may apply for concurrent enrollment to post-secondary educational institutions provided they meet the requirements, and have a means of transportation . The WHS Counseling Department will be happy to provide a complete list of the requirements .

## **STUDENT PROFICIENCY BASED PROMOTION**

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core OAS curriculum .

- Proficiency for advancing to the next level of study will be demonstrated by a 90% or comparable performance on an assessment or demonstration .
- The opportunity for proficiency assessment will be provided at least twice each school year .
- Qualifying students are those who are legally enrolled in the school district .

The Principals will annually disseminate materials explaining the opportunities of proficiency based promotion to students and parents . Proficiency criteria for each core curriculum area will be made available upon request . Appropriate notation will be made for elementary or high school students satisfactorily completing 9-12 high school curriculum areas . Completion may be recorded with a letter grade or pass notation. This curriculum will count towards meeting the requirements for a high school diploma .

- Any student who earns credit through this process is still required to take the EOI for that subject . The student also must pass the required number of EOI's to graduate .

## **HONORS CLASSES**

### **College Courses**

College courses will earn weighted grade-point points. A passing grade must be earned in order for this to apply.

## **Advanced Placement (AP)**

Students taking Pre-AP and AP classes will earn a 5th grade point for completing these classes and passing the AP exam . Students in the AP class will be required to take the national AP test at the end of the year; those who score a 3, 4, or 5 on this exam will be given a 6th grade point for the second semester for completing this class . These students and their parents/guardians must also sign a contract within the first week of school to demonstrate commitment to fulfill the necessary requirements .

## **VALEDICTORIAN/SALUTATORIAN**

Candidates for Valedictorian or Salutatorian of a graduation class must have completed their last three (3) semesters at Watts Schools by the end of the fall semester before graduation. The Valedictorian and Salutatorian will get cords as well as a sash . Valedictorian and Salutatorian will be determined based on 7-semester transcripts in January of each school year.

## **PROGRESSREPORTS**

Progress reports will be sent after each nine weeks . Parents are invited to call the principal's office and make an appointment if they wish to confer with the administration and/or teachers about the work their child is doing.

## **REPORTCARDS**

Report cards are issued to students approximately one week after the close of each semester .

## **CLASSCHANGES**

Students may not drop or transfer classes without getting permission from the Principal or Counselor . The Principal or counselor will discuss the change with both the dropping and receiving teacher . Normally, class changes will only be granted during the first two weeks of each semester . Students enrolled in a sport will not be allowed to add or drop athletics during mid-semester .

## **HONOR ROLL**

To make the Superintendent's Honor Roll, a student must not have a grade below an "A" in all academic subjects and to make the Principal's Honor Roll, no grade below a "B" in all subject areas . The Honor Rolls will be posted on the bulletin board and

published in the school and local paper .

### **PARKING**

The student parking lot is located on the south side across 5th Street from the high school building . Parking will be on a first come, first serve basis . Teachers and visitors will park west of the gym . The speed limit on the school grounds is ten (10) miles per hour . Please observe it and use caution . Fast or reckless driving will not be tolerated .

Students who drive must park their vehicles once they enter the school grounds . Circling through the grounds will not be permitted . **No one will be permitted to sit in the cars or loiter in the parking lot at any time during the day .** Vehicles should be locked and valuables should not be left in sight . The school cannot be responsible for any damages or losses .

### **PERMISSION TO LEAVE SCHOOL-CLOSED CAMPUS**

All students in grades Pre-K thru 12th grade are restricted to the school campus from 7:50 a.m . or upon their arrival until 3:55 p .m . Students who need to leave school during the day must check out in the principal's office . A written note or telephone call from the parent or guardian will be required before the student is released . We ask for parent cooperation in this matter .

### **LOCKERS**

Lockers are provided to students in grades 7-12 as a courtesy . Any student not following locker rules will lose the privilege of using a locker . The following locker rules apply:

- 1 . Students must use the locker that is assigned to that student .
- 2 . Writing, engraving, carving, and other abuses inside and outside of the lockers and other school property is prohibited .
- 3 . Keep only school books, supplies, and coats in lockers .
- 4 . No dangerous materials are to be kept in any locker .
- 5 . No pornographic or obscene materials will be kept in lockers .
- 6 . No open containers of pop or liquids of any type will be placed in lockers .

7 . Lockers are subject to inspection by the principal or teachers, and any student who has a locker failing to meet requirements will be subject to disciplinary action .

8 . Watts School assumes no responsibility for materials, objects, or money stolen or lost from lockers .

9 . We encourage locks to be placed on lockers only with a duplicate key or combination on file in the principal's office .

10 . Lockers, desks, and other school property may be searched by school officials at any time

The student will not have any privacy rights toward school officials in such property .

### **LIBRARYBOOKSANDTEXTBOOKS**

Free textbooks and library books will be available to all students . The books should be well cared for by students and turned in at the appropriate time . Students will be required to pay for all lost, damaged or torn books checked out to them . Fines will be assessed for library books that are not returned on or before the due date .

### **SCHOOLPICTURES**

Each year school pictures are taken shortly after the opening of school . All students are requested to have pictures taken so the annual will be complete . You do not have to purchase these picture packages . All seniors are requested to have their pictures taken with the same company so the panel will be complete . No purchase is necessary .

### **INCLEMENT WEATHER**

There is no need to contact school officials to ask if school will be closed because of bad weather. If weather conditions warrant the closing of school, an attempt will be made to notify the district by 6:30 a.m. The school has implemented a program known as School Reach that will contact by text message all staff and parents with cell phone numbers on file regarding school closings.

### **FIRE AND TORNADO ALARMS/LOCKDOWN PROCEDURES**

At the beginning of school, you will be given instructions on evacuating the school building in case of an emergency. General rules are: Teacher takes charge; everyone move to a place of safety; avoid crowding and unnecessary noise . Stay in groups if evacuating the building so that the teacher in charge can take a head-count to

see that everyone is out of the building . The signal to evacuate the building will be one minute intermittent ringing of the bell .

In case of a tornado alert everyone in the main buildings will move into the hallways and assume the prescribed fetal position . Those in other buildings will move to a place of safety designated by the instructor . The signal for a tornado alert will be one minute of continuous ringing of the bell . The all clear will be announced .

In case of a lockdown, students are to remain in the classroom with doors locked, lights off, and away from windows . Students and staff are to remain silent and not open the doors until the signal is given . Students outside during a lockdown are to go to a designated area previously determined .

## **EVACUATION PLAN**

In the emergency that emergency personnel orders an evacuation of the school campus the grade and location will be as follows:

PK -8<sup>th</sup> grade – First Baptist Church of Watts on 4<sup>th</sup> & Main St.

9<sup>th</sup>-12<sup>th</sup> grade- Watts Community Building on 3<sup>rd</sup> St.

## **LUNCH PROGRAM**

Hot meals for breakfast and lunch will be available to all students at no charge. Watts School students Pre-K through 12 eat free of charge, regardless of economic status. Sack lunches from home are allowed in the cafeteria. Sunflower seeds on school property are not allowed. This is subject to change at any time deemed necessary by the administration and the School Board.

## **INDIAN CAPITAL TECHNOLOGY CENTER (ICTC)**

Students attending ICTC have the option of riding the bus to ICTC or driving. However, those students who elect to drive must submit to the school a written and notarized authorization from the parent or guardian.

## **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

## **VISITORS**

**Visitors will only be allowed at the discretion of the principal. No visitors will be allowed to disrupt the educational process. Teachers have the right to not allow a visitor inside his or her classroom.**

## **CONDUCT**

When changing classes, attending programs, or other endeavors at school, students are to conduct themselves in an orderly fashion. This includes promptness, avoidance of scuffling, making unnecessary noise, rudeness, and other disorderly conduct in and around the buildings. Keep hands off other students, including holding hands, necking and other displays of affection.

## **ACTIVITY AND ATHLETIC RULES**

Students will not be permitted to participate in any activity or athletic event if he/she does not attend school the day of or before the activity or event, unless the principal rules just cause exists.

All students participating in extra-curricular activities (Ag, Sports, Cheerleading, etc.) must meet all eligibility requirements of the O.S.S.A.A. A complete eligibility policy is on file in the Principal and Superintendent's office and will be made available upon request.

It is the philosophy of Watts School that all students will achieve high academic standards. While we consider participation in extra-curricular activities and athletics an important part of our school, participation in these activities is considered a privilege. Therefore, all students will follow the eligibility policy stated below in order to participate in all school activities and functions.

## ACADEMIC INELIGIBILITY

- If a student is failing in one subject for two consecutive weeks.
- This list is in effect from Monday through Sunday and the grades are from the previous week.
- Watts School will comply with all rules and regulations on eligibility as set down by the Oklahoma Secondary School Activities Association (OSSAA).

## CLERICAL INELIGIBILITY

- An overdue library book, lost textbook/calculator or non-returned athletic uniform.
- Money owed to the school for any reason.
- Failure to return required forms (parental consent form, internet access agreement, school bus consent form, etc.). Students may be removed from the clerical ineligibility list if they comply with these rules. At that point the Principal will issue them a pass for participation.

### Ineligibility

While a student at Watts School is on either or both of the ineligible lists they will not be able to participate in ANY extra-curricular activities or take an active role in any school event such as, but not limited to, club meetings, cheerleading, dances, sporting events, field trips, school-sponsored events (except Prom), etc .

## QUALIFICATIONS FOR LETTER JACKETS

1. Must have participated in high school (grades 9-12) in one or more of the following sports:

A . Football

G. Softball

B . Basketball

H . Weightlifting

C . Cross-Country

I . Track

D . Baseball

J . Golf

2. One year of the four requirements must be completed during the senior year at Watts High School.

3. No person shall be denied a letter solely because of injury acquired in a school sponsored activity provided he or she has participated up to the time of injury.

4. Any athlete selected to an All-State first team will be presented with an All-State jacket or ring.

5. Any athlete that competes at the state level in an individual sport must finish in the top 3

in his or her division or event to qualify for an All-State jacket or ring. The student can only receive one All-State jacket or ring per sport over their four years of high school . The school will purchase any additional patches for the All-State jacket if the student qualifies again in that sport .

6. Only OSSAA sanctioned events will be recognized for All-State jackets or rings .

### **ACTIVITIES AND ACTIVITY TRIPS**

School sponsored activities and trips must be approved by the Principal and/or the Superintendent in advance of the event . The sponsor shall give time of departure and approximate return time the trip is scheduled .

Students are expected to ride to and away from all school activities with their coach or sponsor . If extenuating circumstances make this impossible, the parent/guardian must see the coach or sponsor and sign a form stating their intentions . Other rules and regulations on activity trips will come from the sponsor .

All athletes in all of our sports are expected to attend all practices . Failure to attend practices may result in the athlete not being allowed to participate in the next competition .

-

-

- 
- 
- 

### SELECTION OF QUEENS

Homecoming Queens shall be selected in the following manner: Queen Nominees will follow OSSAA guidelines for eligibility. Homecoming Queens and attendants must have attended Watts School for the previous semester before they are eligible to be nominated. **No student shall be an attendant and/or queen for football and basketball the same school year.**

**Football:** Queen must come from the senior class and will be chosen by the football players. One attendant will be chosen from each of the senior, junior, sophomore, and freshman classes and will also be chosen by the football players . **A student cannot be football attendant two (2) years in a row.** The queen will be escorted by the senior captain of the team . Senior football players will be escorts for the attendants . If there are not enough senior football players, juniors will then be escorts and so forth. The queen chooses the crown bearer and flower girl who must be students below the second grade and must attend Watts Elementary School.

**Basketball:** The queen must be a senior basketball player and will be chosen by all basketball players. If there is not a senior basketball player, the queen will be chosen from the junior basketball players. **Four total attendants will be selected and must be basketball players** from the grade level they represent. Attendants will be chosen by **basketball players**. If there is not an attendant for a specific class then the highest grade will be allowed to have an extra attendant. Escorts will be **basketball players** of the same grade of the attendant, Sr-Sr, Jr-Jr and so forth. The queen will choose the crown bearer and flower girl who must be students below the second grade and must attend Watts Elementary School.

### BUSES

Buses are provided for transportation of students. Orderly conduct of students is expected. If you are a bus student, you are expected to ride the bus home unless you are picked up by parents or you have written permission from your parents to do otherwise. Written permission notes must be taken to the office and approved by the principal. In the afternoon, students desiring to ride a bus they normally do not ride must have a permit from the principal. Students not following these guidelines will be

subject to discipline that could include loss of bus riding privileges.

When you get on the bus for school or home, the bus driver is not to let you off until you are at school or home unless you present a written permit to him from the principal. This permit will be returned to the office by the bus driver.

Students will be responsible for unnecessary damage done to the bus. The bus driver has jurisdiction over his bus.

### **Bus Riding Safety Rules**

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules .

#### ***Before loading:***

- 1 . Be on time at the designated school bus stops in order to keep the bus on schedule.
- 2 . Stay off the road at all times while waiting for the bus.
- 3 . Wait until the bus comes to a complete stop before attempting to enter.
- 4 . Approach the bus stop with caution.
- 5 . Respect people and their property while waiting for the bus.
- 6 . Receive proper authorization to be released at places other than the regular bus stop .

#### ***While on the bus:***

- 1 . Keep all parts of the body inside the bus .
- 2 . Refrain from eating and drinking on the bus .
- 3 . Use of any form of tobacco (including e-cigarettes), alcohol and drugs is prohibited .
- 4 . Assist in keeping the bus safe and clean at all times .
- 5 . Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident .
- 6 . Damage to seats, etc . will be paid for by the offender .
- 7 . Never tamper with the bus or any of the bus equipment .

- 8 . Help look after the safety and comfort of small children .
- 9 . Maintain possession of books, lunches, and other articles to keep the aisle clear .
- 10 . Do not throw objects into or out of the bus .
- 11 . Remain in your seat while the bus is in motion .
- 12 . Horseplay and fighting on the school bus is prohibited .
- 13 . Be courteous to fellow student, bus driver, and assistants .
- 14 . Remain quiet when approaching a railroad-crossing stop .
- 15 . Remain in the bus during road emergencies except when it may be hazardous to your safety .

***Upon leaving the bus:***

- 1 . If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal before leaving the bus stop .
- 2 . Go home immediately, staying clear of the traffic .
- 3 . Help look after the safety and comfort of small children .
- 4 . If you drop anything near the bus stop, do not try to pick it up . Wait until the bus has left the bus stop and traffic is clear .

***Extracurricular trips:***

- 1 . The above rules apply to all trips under school sponsorship .
- 2 . School officials will appoint sponsors .

-

**School Bus Policy and Rules**

The school bus driver has a great responsibility in transporting our most “precious cargo” to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted. This is dangerous and cannot be allowed. It is necessary that student safety rules and regulations be enforced and followed without question. Each parent must see that their child understands the importance of good behavior while riding on a bus.

Riding a bus is not a right, but a service extended to those who are eligible and abide by the rules and regulations. A student should not be allowed to ride a school bus when he/she continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take the children to and from school, but it is sometime necessary.

Because of this necessity, the school district requires parents to sign an agreement that their child will abide by the rules and regulations. If the rules are broken, punishment will be administered using the school discipline system.

It has been understood to this point that they have read the rules for riding a school bus and understand these rules. If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and/or driver, it is possible that immediate suspension will occur without going through the above procedure .

The bus driver accepts the responsibility of getting the students to and from school safely. Therefore, what he/she observes and reports to the principal is final. The driver is there to report any misconduct or behavior that might keep him/her from properly doing his/her job.

-  
-  
-

### **SOLICITING**

**There will be no soliciting at school other than by school sponsored organizations with projects or activities approved by organization sponsor and principal.**

### **JR/SRBANQUETANDPROM**

Plans for the Junior-Senior Banquet and Prom must be submitted to the school administration each year, the month prior to the event, for approval. The banquet and prom will be only for Watts Junior and Senior class students, school employees and spouses (invitation only), and Board of Education members and their spouses. Outside of school dates may attend the banquet and prom, provided their names are submitted to the school administration for approval at least one week in advance. \*All outside dates for the banquet and prom must be twenty years of age or younger to attend. Anyone over the age of twenty will not be allowed to attend. Visitors are subject to background checks and cannot be suspended from any other school at the time of the banquet/prom. Dates are to conform and abide by the same rules that Watts Juniors and

Seniors are to follow.

### **DRESSCODE**

Proper dress, good grooming and personal hygiene are matters of individual pride and self-respect. Students attending Watts Public School will be expected to meet acceptable standards of dress at school and when representing the school at activities. Student hair styles and dress, including jewelry that is distracting to the educational process will not be allowed.

Strapless tops, tank tops, net tops, see-through tops, blankets and scant clothing are not appropriate for classroom wear and cannot be worn. All blouses and shirts must cover the midriff and cleavage, and **must have sleeves**. Shorts, rips or tears in shorts and skirts should be no shorter than finger tip length with arms extended down in a relaxed position. All undergarments (boxers, underwear, bras, bra straps, sports bras, etc.) must be covered.

No body-tight spandex or stretch pants are to be worn without a shirt or dress that is a length that is within the dress code. This includes yoga pants, leggings, tights, and spandex-type pants with or without pockets and/or button(s).

Clothing which has obscene or suggestive wording or picturesque implications may not be worn. Alcohol and tobacco advertisements and slogans are also prohibited. No jewelry with drug, alcohol or tobacco picturesque implications or slogans may be worn. Shoes must be worn at all times. Any clothing deemed to be gang related or offensive by the administration will not be allowed.

Any student that come to school smelling of an illegal substance (ex: marijuana, alcohol) will be sent home immediately to change clothes. If the student does not have a way home they will be sent to In-School Suspension. After the first offence the student will be suspended.

### **Concession Stand Procedures:**

#### **Football Concession:**

Seniors pay for any products not donated.

Senior Sponsors supervise concession.

Seniors will have priority when signing-up to work, followed by Sophomores then

Juniors.

Profit split by points.

**Basketball Concession:**

Juniors pay for any products not donated.

Junior Sponsors supervise concession.

Juniors will have priority when signing-up to work, followed by Seniors then Sophomores. Note: Seniors will not work concession after Christmas Break.

Profit split by points.

**Softball and Baseball Concession:**

Athletics will pay for any products not donated.

Staff will work concession.

Profit goes to Athletic Department.

**Students will need to accumulate 600 points to go on the Senior Trip.** Students must work for at least 300 points. A student may only be able to donate or purchase up to 300 points.

**Point Split Procedure:**

Concession profit will be split by the number of points earned by each grade of student workers or students that donated product. (Donated products that are used during that days concession)

**Ways to Earn Points:**

1 point = \$1 donated

1 point = Donated Sold Product

Example: Donate a bottle of water then the student would get 1 point because the product sell for \$1. Donate package of 10 hotdogs student will get 10 points.

15 points = 1 hour of Concession Work

Supervisors will turn in Workers Points Form to the Principal at the end of each event worked.

### **WITHDRAWAL FROM SCHOOL**

When a student withdraws from Watts School system during the school term, he/she must report to the principal's office with a parent or guardian. It shall be necessary to return all school owned books and equipment, fill out a withdrawal form and complete other requirements set forth by the school. No grades will be sent out until you are properly checked out of school.

### **CONTRABAND**

Students are forbidden to have any item of tobacco, e-cigarettes, vaping products of any kind, laser lights, lighters, energy drinks, alcohol, or illegal drugs in their possession on school grounds, or at any school sponsored activity.

Weapons and ammunition, explosives of any kind (fireworks for example), belt knives, pornographic or other objectionable items are forbidden. Note that rifles and shotguns in pickup racks are covered by this rule. Pocket knives with a blade more that three inches (3") is considered a weapon by state and federal law.

All the above items are considered contraband and shall be confiscated and depending on the circumstances and the discretion of the Principal, shall be either destroyed, retained until the end of the school year, or returned to owner for removal from school property.

Students possessing or using contraband in any manner will face severe disciplinary action. Students possessing or under the influence of alcoholic beverages or controlled drugs at school or school sponsored activities may be suspended for up to the remainder of the current semester and the following semester.

Any student in this school who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or

school- sponsored transportation may be removed from school for not less than one full calendar year.

However, each suspension may be modified on a case by case basis. 18 U.S.C. ss921,21 O.S. ss 1271 .1, ss1280 .1

### **SKATEBOARDS**

Skateboards are not allowed on school property at anytime and may be confiscated by school officials to be later returned to owner for removal from school property. Student is subject to disciplinary action.

### **CLASSMEETINGS**

Class or organization meeting time will be allowed according to need. When a class or organization feels a real and definite need for a meeting, its officers should consult with the sponsor. Sponsors will request a meeting time from the office. Such requests should be made a week in advance. All classes and organizations must be supervised by high school faculty sponsors appointed by the principal. Students are not allowed to conduct a meeting without the sponsors present. All organizational parties, bake sales or other functions affecting other pupils in the school or the public must have the approval of the office at least one week before the proposed date for the activity.

### **CAREOFMONEYANDVALUABLES**

Care of money and valuables is the responsibility of each student. Don't leave money and valuables in your locker or in the dressing rooms. Turn it in to a teacher or coach. Report all losses to the office promptly. Bring only what money you need to school and no more .Students caught taking another person's property will be disciplined.

-

### **REPORTINGCHILDABUSE**

**Any person who has reason to believe that a child has been injured as a result of abuse or neglect must report such information to DHS**

-

## ANNUAL CIVIL RIGHTS POLICY NOTIFICATION

It is the policy of the Watts Public School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or Veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.

### **POLICY AND REGULATIONS FOR THE USE OF TOBACCO PRODUCTS**

#### **Smoking and Background**

Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country.

Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer.

Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular adult smokers.

#### **Purpose**

The School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students resist tobacco use. The School Board believes that all students need to possess the knowledge and skills necessary to avoid all tobacco use, and school leaders shall actively discourage all use of tobacco products by students, staff, and school visitors. The School Board is also concerned about the health of employees and also recognizes the importance of adult role-modeling for students during formative years.

To achieve these ends, district/school leaders shall prepare, adopt, and implement a comprehensive plan to prevent tobacco use that includes:

- A sequential K-12 program to prevent tobacco use that is integrated within the school health education curriculum, that is aimed at influencing students' attitudes, skills, and behaviors and is taught by well-prepared and well-supported staff. This instruction should be especially intensive in Junior High or Middle School and should

be reinforced in High School .

- . Establishment and strict enforcement of completely tobacco-free school environments at all times .
- . Prohibition of tobacco advertising .
- . Appropriate counseling services and/or referrals for students and staff for tobacco cessation .
- . Cooperation with community-wide efforts to prevent tobacco use .
- . Strategies to involve family members in program development and implementation .
- . Provisions for students and all school staff to have access to programs to help them quit using tobacco .
- . Communicate the policy to students, all school staff, parents or families, visitors, and the community .
- . Provide program specific training to teachers as needed .
- . Involve parents or families in support of school-based programs to prevent tobacco use .
- . Assess the tobacco-use prevention program at regular intervals .

. **Rationale**

Cigarette smoking is considered the chief preventable cause of premature disease and death in the United States . Schools have the responsibility to prevent tobacco use for the sake of the students' and staff members' health and wellbeing of their families .

Research conclusively proves that:

- . Regular use of tobacco is ultimately harmful to every user's health, directly causing cancer, respiratory and cardiovascular disease, adverse pregnancy outcomes and premature death .
- . Secondhand smoke is a threat to the personal health of everyone, especially persons with asthma or other respiratory problems .
- . Nicotine is a powerfully addictive substance .

- Tobacco use most often begins during childhood or adolescence .
- The younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult .
- Many tobacco users will die an early, preventable death because of their decision to use tobacco .

**Additional reasons why schools need to strongly discourage tobacco use:**

- The purchase and possession of tobacco products is illegal for persons under 18 .
- Use of tobacco interferes with student's attendance and learning .
- Smoking is a fire issue for school .
- Use of spit tobacco is a health and sanitation concern .

- **Policy**

Tobacco-Free environments:

**TOBACCO USE PROHIBITED:** No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, lease, rented, or chartered by the state/district/school.
- On school grounds, athletic grounds, or parking lots; or
- At any school-sponsored event off-campus .

**TOBACCO PROMOTION:** Tobacco promotional item, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events . Tobacco advertising is prohibited in all school-sponsored publications and all school-sponsored events .

**CLOSED CAMPUS:** No student may leave the school campus during breaks in the school day to use a tobacco product . Signs to this effect will be posted at appropriate location . School authorities shall consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the proximity of

school grounds .

NOTICE: The superintendent/principal/other shall notify students, families, education personnel and school visitors of the tobacco-free policy in handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate location, and by other efficient means . To the extent possible, schools and districts will make use of local media to publicize the policies and help influence community norms about tobacco use .

ENFORCEMENT: It is the responsibility of all students, employees, and visitors to enforce this policy through verbal admonition . Any tobacco product found in the possession of a minor student shall be confiscated by and discarded . Students and employees also may be subject to germane sanctions as determined by written school policy, including disciplinary action . All school staff shall participate in training on the correct and fair enforcement of tobacco-free policies .

### **Enforcement**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers . All individuals on school premises share in the responsibility for adhering to and enforcing this policy . Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

. Student: Any student using, possessing, or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the Boards' policy regarding student discipline .

. Staff: Any violation of this policy by staff will be referred to the appropriate supervisor . One written warning will be issued to the staff member with a copy placed in his or her district personnel file . Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff .

. Citizens: Citizens who are observed smoking or using any tobacco products on school district property in violation of this policy will be asked to refrain from using tobacco on school property . If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other School District supervisory personnel responsible for the area or program during which the violation occurred . The

supervisor shall make a decision on further action, which may include a directive to leave school property . Repeated violations may result in a recommendation to the Superintendent or Board of Education to prohibit the individual from entering School District property for a specified period of time . If deemed necessary by the school

administration or the Board of Education, local law enforcement officials may be called upon to assist with the enforcement of this policy .

## **CHILD FIND**

Do you know of a child in your home or community who may be handicapped in any way? IDEIA-B (Individuals with Disabilities Education Improvement Act-Part B) mandates that every child receive an education regardless of the type or severity of his/her handicap . Your local school district is interested in locating these children so that an appropriate education can begin as soon as possible . We are searching for children who may be physically, emotionally, and/or intellectually impaired . All children birth through age twenty-one are covered under the law . Education must begin early so the child can achieve his/her maximum potential .

## **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in Coordination with Oklahoma State Department of Education . Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

### **Referral**

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

### **Screening**

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

- Readiness Screening:

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

- Educational Screening:

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services .

Each school district in the State provides educational screening . No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district . Educational screening implemented for all first grade students each school year . Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher . Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months from the date of such entry .

### **Evaluation**

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