



Western Heights Public Schools

STUDENT & PARENT HANDBOOK
2022-2023

Council Grove | Greenvale | John Glenn | Winds West | Bridgestone Intermediate
| Western Heights Middle School | Western Heights Ninth Grade Center |
Western Heights High School | Western Heights Academy



Western Heights District I-41

2022-2023



July 2022						
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November 2022						
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31						

July 4	Holiday**	
August 11, 12, 15	Professional Days	
August 16, 17	Teacher Work Days	
August 18	First Day of Classes	
September 5	Labor Day**	
September 19	Professional Day-No School	
October 11	Parent/Teacher Conferences (Evening Only)	
October 12	Parent/Teacher Conferences (No School)	
October 12	End of 1st Quarter	
October 13-14	Fall Break (No School)	
October 17	2nd Quarter Begins	
November 21-25	Thanksgiving Break	
November 24,25	Holiday**	
December 21	End of 1st Semester	
December 22-Jan 4	Winter Break (Students and Teachers)	
December 28-30	Holiday**	
January 4	Teacher Work Day	
January 5th	Classes Resume	
January 16	Martin Luther King Jr. Day / No School	
February 20	No School / Professional Day	
March 10	End of 3rd Quarter	
March 13-17	Spring Break - No School	
March 20	4th Quarter Begins	
April 6	Parent/Teacher Conferences (Evening Only)	
April 7	Parent/Teacher Conferences (No School)	
May 24	Classes End	
May 25	Teacher Work Day	
May 29	Memorial Day**	

January 2023						
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- └ Begin Quarter
 - └ End Quarter
 - Work Day
 - ◇ Parent/Teacher Conferences
 - △ Holiday
 - Professional
 - New Teachers
 - Parent/Teacher Conferences(Evening)
- ** 12 month support holiday

Early Release every Friday for Elementary Sites, Bridgestone and MS
Dismissal times: BS/MS - 12:45 Elem - 1: 45

Late Start every Friday for the 9th Grade Center and High School
Start times: 10:00am

	Teach	Prof.	Work	Total
1st Qtr.	38	4	2	44
2nd Qtr.	43	0	0	43
3rd Qtr.	45	1	1	47
4th Qtr.	48	0	1	49
	174	5	4	183

WESTERN HEIGHTS PUBLIC SCHOOLS



Please cut along dotted line and return.

PARENT SIGNATURE FORM FOR STUDENT HANDBOOKS

These guidelines and rules have been established to maintain a safe and orderly environment in which your child may learn and succeed. Please discuss these policies with your student.

This letter is to be **signed and returned** during the first week of school.

I, the parent or guardian of __, have read and discussed these policies with my child

Parent/Guardian Signature

Date

School Site: _____

Grade: _____



Please cut along dotted line and return.

PHOTO/VIDEO RELEASE FORM

Please cut along dotted line and return.

Please indicate below if you **will not** give permission for images of your child or images of his/her outstanding class work, art, or school products, captured during regular and special school activities through video, photo, and/or digital camera to be used by the following:

- District, School, or Teacher Website
- Local news channels
- Local newspapers

Unless the parent or legal guardian has followed FERPA to opt-out of disclosure, first and last names of students may be used in the local newspaper. Last names or addresses of students **will not** be used in any of the other media without express permission by the parent.

_____ No, images may not be used.

Images will be used unless this form has been signed by the parent/guardian. Student

Name: _____

School Site: _____

Grade: _____

Please cut along dotted line and return.

You only need to sign this form if you DO NOT want your child's picture used on social media.

**WESTERN HEIGHTS PARENT – STUDENT
HANDBOOK: 2022-2023**

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**All policies referenced per Board Policy June 30, 2022 – Any changes to policy after June 30 will be posted to our district website.*

WESTERN HEIGHTS BOARD OF EDUCATION

Robert Everman – Board President
Robert Sharp – Vice President
Briana Flatley – Board Member
Darrin Dunkin – Board Member
Linda Farley – Board Member

Western Heights Administration

Brayden Savage- Superintendent (Interim)	Chris Culver- Interim Director of Elementary Education / Director of Curriculum, Instruction, and Communications
David Crabbe- Director of Transportation	Cheryl Garrison- Director of Secondary Education
Daryl McDaniel- Chief Operating Officer/ Chief Information Officer	Julie Moore- Human Resources
Kevin Williamson- Director of Operations	Jill Hilst- Director of Special Services
Elizabeth Williams- Director of Assessments, RSA, & ELL	Latoya Johnson- Assistant to Superintendent, Board Clerk

VISION

Our vision at Western Heights is to prepare everyone for success in the ever-changing world.

MISSION

Western Heights School District’s mission is to provide quality education for all by establishing a culture of integrity, unity, and reflection. We plan to accomplish this by:

1. Meeting families’ basic needs by proactively reducing obstacles
2. Building respectful, collaborative relationships with all stakeholders that promotes student success 3.

Preparing all students for college and career readiness by focusing on all aspects of literacy
4. Establishing a system of reflective practices that ensures continuous improvement.
5. Ensuring integrity through accountability, trust, and transparency by communicating consistently, with fidelity and compassion.

School Site Leadership

Council Grove Elementary Alicia Price	405-350-3465 Principal	Greenvale Elementary Stacey Miller	405-350-3470 Principal
John Glenn Elementary Angela Houston Elizabeth Rambo	405-350-3480 Principal Assistant Principal	Winds West Elementary Elizabeth Bean	405-350-3475 Principal
Bridgestone Intermediate Dr. Julie Brant MJ Mateo	405-350-3420 Principal Assistant Principal	WH Middle School Michael Hawkins Camron Baker	405-350-3455 Principal Assistant Principal
WH 9th Grade Center Dawn Bowles	405-350-3415 Principal	WH High School 405-350-3435 Principal Assistant Principal Assistant Principal Assistant Principal	Lynette Brown Daniel DeSouza Larry Hickman Kevin Williams

School Start Times

Elementary Sites

Elementary Sites will release have early release each Friday at 1:45pm.

7:50 a.m. Breakfast begins
8:15 a.m. Classes begin
3:15 p.m. Daily dismissal

Students must report to the building (no lingering in the parking lot) upon arrival on campus. If a student arrives after 8:15 a.m., he/she must report to the office immediately to obtain an admittance to class. Any student who has to leave school before the end of the school day must be checked out through the main office. The person checking out the student must have identification ready.

STUDENTS WHO ARE CHECKED OUT OF SCHOOL MUST LEAVE CAMPUS AND ARE NOT PERMITTED TO ATTEND ON-CAMPUS EVENTS OR SCHOOL FUNCTIONS UNLESS PARTICIPATION IS APPROVED IN ADVANCE BY THE BUILDING ADMINISTRATOR.

Bridgestone Intermediate/Middle School

School building opens at 7:05 a.m. There will be no supervision for students until 7:05 a.m.

7:05 a.m. Breakfast begins
7:30 a.m. Instructional Classes begin
2:30 p.m. Daily dismissal

Bridgestone/MS will have early release each Friday at 12:45pm.

Students must report to the building (no lingering in the parking lot or around the building) upon arrival on campus. If a student arrives after 7:30 a.m., he/she must report to the office immediately to obtain an admit slip to class. Any student who has to leave school before the end of the school day must be checked out through the main office. The person checking out the student must have identification ready. **STUDENTS WHO ARE CHECKED OUT OF SCHOOL MUST LEAVE CAMPUS AND ARE NOT PERMITTED TO ATTEND ON-CAMPUS EVENTS OR SCHOOL FUNCTIONS UNLESS**

Ninth Grade/High School/Academy

8:40 a.m. Breakfast begins
9:05 a.m. Instructional Classes begin
4:05 p.m. Daily dismissal

9th/HS/Academy will have late ins each Friday until 10am.

Students must report to the building (no lingering in the parking lot) upon arrival on campus. IF A STUDENT ARRIVES AFTER 9:05 A.M, HE/SHE MUST REPORT TO THE OFFICE IMMEDIATELY TO OBTAIN AN ADMIT SLIP TO CLASS. AFTER ARRIVING ON CAMPUS (BEFORE OR DURING SCHOOL HOURS), NO STUDENT MAY LEAVE WITHOUT CHECKING OUT THROUGH THE MAIN OFFICE SO THAT A PARENT MAY BE CONTACTED FOR PERMISSION TO LEAVE (IF NOT ALREADY GIVEN). Students who are checked out must leave campus and are not permitted to attend on-campus events or school functions unless participation is approved in advance by the building administration. If a student does not check in or out properly, absences will be considered as “**undocumented**” and disciplinary action will be taken.

NO ONE WILL BE PERMITTED TO LEAVE THE SCHOOL GROUNDS TO EAT LUNCH

ANY PERSON WANTING TO CHECK OUT A STUDENT BETWEEN 11:55 A.M. AND 1:25 P.M. MUST DO SO IN PERSON IN THE FRONT OFFICE.

SECTION I –POLICY INFORMATION

PARENTS’ BILL OF RIGHTS (§25-2001)

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state. Parents have the right to direct the education of their minor child. Parents have the right to access and review all school records relating to their minor child. Parents have the right to consent in writing before the school makes a video or voice recording of the minor child, unless it is made as part of a court proceeding, by law enforcement as part of an investigation, during an investigation by the Department of Human Services, or to be used solely for any of the following:

- Safety demonstrations
- Purpose related to academic or extracurricular activity
- Purpose related to regular classroom instruction
- Security or surveillance of buildings or grounds
- Photo identification card

Parents also have the right to opt out of sex education curriculum or instruction offered on the acquired immune deficiency syndrome. Parents have the right to opt out of any data collection instrument that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record. The district maintains other policies associated with parents' right that are posted on the district website. Parents are welcome to contact the school regarding any questions or concerns related to this law.

EMERGENCY AND OPEN TRANSFERS

It is extremely important that parents and students understand the eligibility provisions stated in the Western Heights Board of Education Policy (2.400) regarding open transfers. In order to remain eligible for continued enrollment in Western Heights Schools for successive years, under the transfer, the student must remain in good standing and adhere to the following criteria:

1. Student must have no more than ten (10) absences per semester for the previous and/or current school year. **For transfer purposes any absence (documented, parent contact, undocumented) are included in this count.**
2. Student must have received no long-term suspensions and no short-term suspensions cumulatively totaling more than ten (10) days per semester in the previous year and/or current year.
3. **Suspensions and absences are added together and must not exceed ten (10) days per semester in the previous and or current school year.**
4. The parent/student must continue to reside in the district from where the original transfer was granted. If you move outside of that district **you must apply for a new transfer for the next school year. The student will be allowed to finish the current school year.**
5. If your child leaves and enrolls in another school, the transfer becomes invalid and you must apply for another one.
6. Open transfers are considered on an individual basis, you can't add a child onto a previously approved open transfer.

Students who do not remain eligible under these guidelines will not be allowed to re-enroll in Western Heights Schools. In such cases, the student will be allowed to complete the current school year. The parent/guardian will be notified by mail on the 1st Monday in June that the transfer has been revoked for successive years.

EMPLOYEE ASSAULT (FROM BOARD POLICY 2.302)

Pursuant to Oklahoma School Law: Any person who, without justifiable or excusable cause, commits any aggravated battery or aggravated assault and battery upon the person of a school employee or contracted personnel (including a school board member) while such employee is in the performance of any duties as a school employee shall, upon conviction, be guilty of a felony punishable by a term of imprisonment in the State Penitentiary for a period not exceeding two (2) years, or by a fine not exceeding Five Thousand Dollars (\$5,000.00), or by both such fine and imprisonment.

Any student 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 a person who is volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the district superintendent on a case-by-case basis.

WESTERN HEIGHTS PUBLIC SCHOOLS ANNUAL NOTIFICATIONS 2021-22 SCHOOL YEAR

(The following notices are required to be provided to all WHPS parents/students on an annual basis.)

1. Child Find

The Western Heights Public Schools, in compliance with the Individuals with Disabilities Education Act (IDEA), is looking for children and youth, from birth through age twenty-one (21), who may be in need of special education services. A free, appropriate public education is guaranteed to all severely disabled children from birth through age twenty-one (21), and to all mildly/moderately disabled children ages three (3) through twenty-one (21).

Disability criteria include intellectual disabilities, hearing impairments including deafness, speech/language impairments, visual impairments including blindness, emotional disturbance, orthopedic impairments, other health impairments, specific learning disabilities, deaf-blindness, multiple disabilities, autism, traumatic brain injury and developmental delays.

For further information, please call the Special Services Office at 261-6730. All educational services are without cost to parents and students.

2. Screening/Evaluation

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

Referral

Preschool children ages 3 through 5 and students enrolled in grades K-12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through three years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Services Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. Parents may “opt out” of these screenings for their children by providing written notice to the building principal. a. Readiness Screening

Personally identifiable information is collected on all pre-kindergarten and first grade students participating in school-wide readiness screenings to assess readiness for pre-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. b. Educational Screening

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

- Educational screening is implemented for all pre-k, kindergarten, and 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 does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under the Family Educational Rights and Privacy Act (FERPA).

3. Non-Discrimination Policies

It is the policy of Western Heights School District to provide equal opportunities. The district does not discriminate in admission to or employment in any district educational program, including: Vocational/Information Technology programs, or activities on the basis of race, creed, national origin, color, religion, age, gender, disability, veteran or marital status or any other status recognized by law. The district provides equal access to the Boy Scouts and other designated youth groups.

504 & Special Services Coordinator

Jill Hilst Director of Special Services
8401 SW 44th Street
Oklahoma City, OK 73179
405-350-3416

It is the policy of the Western Heights School District to provide a free, appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

The Western Heights School District assures that students who are disabled within a definition of Section 504 of the *Rehabilitation Act of 1973* are identified, evaluated and provided with appropriate educational services. Students may be qualified under this policy even though they do not require services pursuant to the *Individuals with Disabilities Education Act*.

All procedural safeguards guaranteed to disabled students and their parents under Section 504 will be enforced. For further information regarding students with special needs, call the Special Services Office at 405-261-6730.

4. Family Educational Rights and Privacy Act (FERPA)

The Western Heights School District and Board of Education support the privacy rights of students regarding educational records. It is the policy of the board to comply with the *Family Educational Rights and Privacy Act (FERPA)*.

Therefore, the Western Heights Public School District will ensure that the parent(s) or eligible student has the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, evaluator, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a person who is assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School/District may also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School/District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

5. The right to obtain a copy of the District's complete FERPA policy,
6. The District ensures that all parents who have a primary language other than English shall be afforded written notices and oral communication translated in a manner where the parent(s) understands the communication. This may be provided by an interpreter or other means necessary.

The office of the Superintendent shall maintain the official FERPA policy. A student's parents or eligible student should contact the Superintendent's office for further information on how to obtain a personal copy of this lengthy policy. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Western Heights School District will use the following criteria to determine who are "school officials."

A school official is:

1. A person certified by the state and appointed by the school board to an administrative or supervisory position;
2. A person certified by the state and under contract to the school board as an instructor.
3. A person employed by or under contract to the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor for the period of his or her performance as an employee or contractor; or
4. A person duly elected to the school board, when review of the student's records is pertinent to a pending board decision.

FERPA requires that our District, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from a child's education records. However, the District may disclose appropriately designated "Directory

Information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from a child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other award/recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want our District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1 or, if enrolling after October 1, within ten days following the date of enrollment. Western Heights has designated the following information as directory information:

- Student's name, including listings in playbills or programs
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Weight and height if a member of athletic team(s)
- Photographs (such as those in yearbooks) or film footage taken at school or school-related events. **Footnotes:**

1. *These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.*

5. Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.
- *Receive notice* and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Western Heights School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Western Heights will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below* and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below* and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

*At the present time, the Western Heights School District does not plan to administer any protected information surveys nor collect/disclose/use personal information for marketing, sales, or other distribution purposes as described in the PPRA. Should this change at any time during the course of the current school year, the District will provide adequate notice to parents with the opportunity to opt out in accordance with the PPRA.

The office of the Superintendent shall maintain the official PPRA policy. A student's parents or eligible student should contact the Superintendent's office for further information on how to obtain a copy of this lengthy policy.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

PARENT/SCHOOL COMPACT

The Western Heights School District and all school sites receive funds under Part I of the Elementary and Secondary Education Act (ESEA). Therefore, every school site has participated in the development of the District's Parent-School Compact. Every school in the district has been designated as a School wide Title I site; therefore, every child in every school is eligible to receive assistance from this program.

School faculty, parents and students agree that this compact outlines how the parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact will be in effect beginning with the 2005-06 school year and every year thereafter until further revised. We the faculty, parents and students of each school will share the responsibility for student learning and high achievement by:

- Setting high standards and high expectations;
- Providing and supporting sound instruction;
- Making schools safe and drug free;
- Sharing responsibility for communication; and Building capacity through training and volunteering.

As a school, we will:

- ✓ Provide high-quality curriculum based on Oklahoma Academic Standards and ensure that teachers are highly qualified.
- ✓ Assign meaningful homework with clear directions and return it promptly with comments.
- ✓ Offer special assistance and appropriate time for students who progress at different rates.
- ✓ Monitor student attendance and communicate with families regarding unexcused absences.
- ✓ Offer meaningful opportunities for parents to volunteer in academic experiences with their child. ✓ Set firm and fair safety, discipline and drug enforcement policies.
- ✓ Communicate with families frequently at convenient times and locations.

- ✓ Schedule parent-teacher conferences at least once per school year.
- ✓ Provide parents with an annual individual student report indicating their child's level of achievement on the state's assessments in at least the subject areas of reading/language arts and math.
- ✓ Widely disseminate information on financial aid opportunities to help students pay for college.
- ✓ Be available for consultation with parents during planning periods and for 30 minutes after school. Contact the office to schedule an appointment.
- ✓ Provide regularly scheduled opportunities for parents to volunteer and participate in their child's classroom learning activities and to observe in the classroom.
- ✓ Provide guidance to parents on helping their children with homework and on learning at home.
- ✓ Support Title I requirements to get families involved in school decisions.
- ✓ Give staff and teachers the training to work effectively in partnership with families.

As parents, we will:

- ✓ Help our child understand the need to meet the high standards set by the school.
- ✓ Work with the school and our child to help him/her meet the high standards.
- ✓ Supervise completion of homework and obtain additional assistance from the school if necessary.
- ✓ Limit the amount of time our child watches television, and read at home together or encourage our child to read at least 30 minutes each day.
- ✓ Monitor our child's attendance to ensure on-time arrival and notify the school of excused absences. ✓ Volunteer when possible to share our child's educational experiences.
- ✓ Talk with our child about the relationship between good classroom behavior and academic success.
- ✓ Talk with our child about the dangers of alcohol, drugs and weapons.
- ✓ Attend back-to-school events and other parent meetings.
- ✓ Plan to attend scheduled parent-teacher conferences or make arrangements to meet with teachers at another time.
- ✓ Participate in decisions about our child's education.
- ✓ Meet with school personnel to understand our child's achievement level based on the state's assessments in reading/language arts and math.
- ✓ Meet with counselors or other designated school personnel to learn about funding opportunities for our child's college tuition.
- ✓ Contact the school for an appointment with staff during scheduled times when we have concerns about our child's achievement.
- ✓ Take advantage of the opportunity to volunteer in our child's classroom and to observe in the classroom.
- ✓ Take advantage of opportunities offered by the school to help our child with his/her homework.
- ✓ Provide home learning opportunities recommended by the school.
- ✓ Participate in school decisions by attending meetings and by serving on advisory councils.

As a student, I will:

- ✓ Do my best to meet the challenge of these high academic standards.
- ✓ Recognize that hard work is a necessary part of meeting these challenges.
- ✓ Come to school ready to learn, with homework completed.
- ✓ Use my free time wisely by reading for pleasure and by joining in cultural, recreational and learning activities. ✓ Attend school regularly and arrive on time.
- ✓ Encourage my parents to volunteer in my classroom and to observe academic activities.
- ✓ Serve as a role model to my peers by honoring the school's discipline code.
- ✓ Facilitate communication between the school and my parents.
- ✓ Make sure that my parents know about the scheduled conferences and encourage them to attend.
- ✓ Learn what my achievement levels are in reading/language arts and math on the state assessment and understand the areas which need improvement.
- ✓ Take advantage of meetings with counselors and other school personnel to learn more about funding for college tuition.
- ✓ Encourage my parents to take advantage of meeting with my teachers when I am experiencing difficulty in my classes. ✓ Seek help from the school on homework assignments I don't understand.
- ✓ Take advantage of the home learning opportunities that my parents offer.

Although signatures are not required by the regulations, by signing the compact parents demonstrate a true willingness to build and develop these partnerships that, if faithfully executed, are likely to lead to increased student success. A copy of the compact will be provided to all parents at the beginning of each school year or upon enrollment at any time throughout the year.

TITLE I DISTRICT-WIDE PARENTAL INVOLVEMENT (BOARD POLICY 5.300)

The Western Heights Public Schools, in consultation with teachers, principals, program administrators, and parents of participating children, have developed and agreed upon this parent involvement policy.

Part I: General Expectations

The Western Heights School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of ESEA, and each include, as a component, a schoolparent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into the LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand. Communications with parents shall, at all times, respect the privacy of students and their families.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring: (a) that parents play an integral role in assisting their child's learning; (b) that parents are encouraged to be actively involved in their child's education at school; (c) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and (d) the carrying out of other activities, such as those described in section 1118 of the ESEA.
- The district will inform parents and parental organizations of the purpose and existence of a Parental Information and Resource Center. (A representative from the PIRC has been present at meetings at the High School during the 2021-22 school year.

Part II: Description of How the District Will Implement Required District-wide Parental Involvement Policy Components

1. The Western Heights School District has taken the following actions to involve parents in the joint development of its districtwide parental involvement plan under section 1112 of the ESEA:
 - Each school site included a parent representative on the site-level Title I School-wide Planning Committee.
 - Regular updates were provided to parents and the school community via newsletters sent home with students, inviting parents to contact the Title I parent representative to provide specific input.
2. The Western Heights School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Timely publication and dissemination of the results of student annual progress to parents, teachers, principals and the school community.
 - Promptly provide parents with specific information regarding any school site that has been identified for school improvement, corrective action, or restructuring, including:
 - An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools served by the district and the State educational agency involved;
 - The reasons for the identification;

- An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement, including parent input/consultation in the development or revision of the required school improvement plan and a listing of strategies to promote more effective parent involvement at the school;
 - An explanation of the parents' option to transfer their child to another public school, including the provision of transportation to the new school, and information on the academic achievement of the school or schools to which the child may transfer;
 - If the school is in its second year of improvement or is subject to corrective action or restructuring, a notice explaining how parents can obtain supplemental education services for their child, including: (a) the identity of approved providers of those services available within the Western Heights Public Schools; and (b) a brief description of the services, qualifications, and demonstrated effectiveness of the providers; and (c) if requested, assistance in choosing a provider.
 - Western Heights will also publish and disseminate to parents and to the public, information regarding any actions taken by the school or the district to address the problems that led to the identification of a school for improvement, including: (a) an explanation of what the school is doing to address the problem of low achievement; (b) an explanation of what the district is doing to address the problem of low achievement; and (c) a description of corrective actions or restructuring plans.
 - In order to address section 200.61 **Parents' Rights to Know** of the final regulations of the No Child Left Behind Act, it is the policy of the Western Heights Public Schools to notify parents of participating children at the beginning of each school year that parents may request and the district will provide information on the professional qualifications of the student's classroom teachers and whether the child is provided services by paraprofessionals and, if so, their qualifications.
3. The Western Heights School District will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
- Partner with expert service providers to provide schools with the necessary assistance. This includes:
 - Assistance to parents of children served by the school or district, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part of the law, and how to monitor a child's progress and work with educators to improve the achievement of their children. The district (or each respective school site) facilitates an annual district-wide Parent Night where a variety of "mini-workshops" are offered on a number of parent involvement topics (including the ones listed in this section). The Parent Night also invites community support groups to set up a station at the event, to introduce parents and students to community resources that improve the quality of life and foster a collaborative culture for student achievement.
 - Provision of materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. This is also a common focus of all site and district-wide Parent Nights. Title I funds are used to purchase take-home, read-along books for elementary students and their parents, as well as to provide parent/student information brochures for middle-level and high school students and their parents.
 - Educating teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. The district has engaged an expert in Professional Learning Communities (PLCs) to assist teachers, parents, administrators and other staff in the implementation of site-level PLCs. Each site has a "teacher leader" as the site's appointed School Climate Coordinator; this extra-duty assignment includes facilitating discussions, activities, and trainings in the area of parent involvement.
 - Ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format to, and to the extent practicable, in a language the parents can understand. Translators are provided (in both Vietnamese and Spanish) for individual parent-teacher meetings and also at Parent Night activities. Information regarding these meetings/activities is also provided in writing to the parents in Spanish and Vietnamese where applicable.
 - Provision of such other reasonable support for parental involvement activities under this section as parents may request.
4. The Western Heights School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Sooner Start, "READY!" for Kindergarten, and other state-operated preschool programs, by conducting and supporting collaborative activities that will encourage and support parents to more fully participate in the education of their children. This includes the negotiation of interagency agreements and/or inclusion of other program personnel in parent- teacher conferences or other meetings pertaining to the educational needs of individual children in such programs.
5. The Western Heights District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy,

- or are of any racial or ethnic minority background). The district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- Publication/dissemination of the policy in student handbooks and district newsletters, with the invitation to parents to provide suggestions for policy revision/improvement.
 - Inclusion of parent involvement components in site-and district-level surveys of parents that are conducted at least on an annual basis. Parents also have the opportunity to complete the survey at Parent Night activities as well as during parent/teacher conferences.
6. It is the policy of the Western Heights School District to involve parents in the activities served under this part by monitoring local participating schools to assure that these schools:
- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the program requirements; and the right of the parents to be involved;
 - Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
 - Carry out capacity-building activities for parents listed in Section 3 above;
 - Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 - Provide parents of participating children with: (a) timely information about programs under this part; (b) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (c) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible; and
 - If the school-wide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
7. As a component of the school-level parental involvement policy, each school served under this part jointly develops a schoolparent compact that outlines how parents, the entire school staff, and students share the responsibility for improved student academic achievement and the means by which the school and parents will build an develop a partnership to help children achieve the state's high standards. These compacts:
- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
 - Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences in schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents on their children's progress; and
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Part III: Adoption

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs as evidence by parent representation on each participating school site's Title I Committee.

This policy has been adopted by the Western Heights Board of Education and will be in continued effect until otherwise revised. The school district will distribute this policy to all parents of participating Title I, Part A children within the first 30 calendar days of each school year, and to parents of new enrollees throughout the school year, by means of including the policy in all grade- span student handbooks. Parents (and students, where applicable) are required to read the handbook and return to the school a signed statement to that effect.

SECTION II - STUDENT RIGHTS AND RESPONSIBILITIES

FLAG ETIQUETTE

Pursuant to Oklahoma School Law: Instruction in the history and etiquette relating to the United States Flag will be given in every school in the Western Heights School District. Students are authorized to recite, at the beginning of each school day, the Pledge of Allegiance to the Flag of the United States of America.

STUDENT PRIVACY RIGHTS (70 O.S. § 24-102)

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

STUDENT SEARCHES (70 O.S. § 24-102)

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.

WORK PERMITS

These permits are for pupils under 16 years of age who desire part-time work. Students must secure a work permit from the principal's secretary if they are working during any part of the school day.

WITHDRAWAL FROM SCHOOL

Please notify the school office several days in advance if you are moving and withdrawing your child from school. This allows sufficient time to process the withdrawal and prepare the student's records for transfer to the new school. All textbooks and library books must be returned and school debts (library fines, lunch charges, etc.) must be paid.

TOBACCO/DRUGS/ALCOHOL/SMOKING LAWS AND POLICIES

Alcoholic Beverages

It shall be the policy of the Western Heights Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession: 1) Alcoholic Beverages; or a

- 2) Low point beer
- 3) Controlled Dangerous Substance; or
- 4) Non-intoxicating Beverages

as the above are now defined by the state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and parents or legal guardian of said student of the matter.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law of student handbook regulation.

Every Administrator, Teacher, or Counselor employed by the Western Heights Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, low point beer, or a controlled dangerous substance and who reports such information to the appropriate school official, court personnel, community substance abuse prevention and treatment personnel or any law enforcement agency, shall be immune from all civil liability.

No officer, employee, or member of the school board shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment, social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating beverages, alcoholic beverages, low point beer, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose. No such officer, employee, member of the school board, school or school district shall be responsible for any

treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

USE OF TOBACCO PRODUCTS

The Board recognizes that the use of tobacco is harmful to health. All students and employees have the right to freedom from tobacco and its use. In order to provide a safer school environment for students and employees, the following becomes effective November 10, 2014.

Tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) in or on school grounds, property, and vehicles during any school sponsored functions held on or off campus. This policy applies to all students, employees, staff, and visitors 24 hours per day, seven days per week (24/7).

“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, including e-cigarettes/vaping products with or without nicotine or any other product packaged for smoking or the simulation of smoking.

The Western Heights Board of Education chooses to apply the above mandate to all sites in the district and any outside agency using the district’s facilities, including stadiums, 24 hours per day, seven days per week (24/7).

Enforcement

The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of tobacco users and nonusers. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation. Students found in violation of the policy will have their parents contacted and may include disciplinary action for a first violation. Second offense will include disciplinary action, to include, but not limited to community service and tobacco education programs. Information about the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.

Staff members who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

Visitors who violate the policy shall be subject to a verbal request to the individual to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to local authorities.

PUBLIC DISPLAYS OF AFFECTION

It is assumed that all students have sufficient personal pride, and they will observe standards of ethical behavior in school. The school halls and parking lot are public places; therefore, it is expected that students will use discretion in relationships. **Students will refrain from public displays of affection (kissing, embracing, etc.) or consequences will be administered.**

SECTION III - STUDENT SERVICES

LUNCH PROGRAM

Under the Healthy, Hunger-Free Kids Act of 2010 to combat hunger, the CEP provides an alternative approach for offering school meals in local educational agencies. Western Heights Public School District participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). The benefit to all households are that **every** student receives free breakfast and free lunch without the stigmatism associated with a free or reduced meal. Also all household applications for free and reduced meals are eliminated.

If we can be of any further assistance, please contact us at (405) 261-6736

Cost for Adult Meals: Breakfast—\$2.26 Lunch—\$4.84

PARENT-TEACHER COMMUNICATION

Parent-teacher communication is so important! At Western Heights, we offer the following "special forms of communication.”

1. REPORT CARDS/PROGRESS REPORTS - Issued four times a year after each grading period.
2. PARENT-TEACHER CONFERENCES – Held at periodic intervals throughout the school year.
3. SPECIAL CONFERENCES - Held at parent's or teacher's request at any point in the year.
4. WEEKLY or DAILY FOLDER to parent containing examples of work and information. (Elementary)
5. PARENT PORTAL – online access to grades, attendance, test scores, etc.

Parents/guardians are welcome to visit the school at any time. Parents/guardians who desire to conference with a teacher should make arrangements with individual teachers during their plan periods by calling the counselors' office/or principal's office for appointments. Meetings with all teachers of a student may be arranged before or after school.

VOLUNTEER PROGRAM

Western Heights School District has a developed process for a volunteer program. Volunteers are needed for clerical assistance, tutoring, monitoring tests, and parent-teacher organizations. All volunteers must have completed a background check. Call the school office for more information.

HEALTH SERVICES: WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Deciding when a child is too sick to go to school can be difficult. Please know that good health is more important than a perfect attendance record. In order for your child to be available for learning, and to control the spread of diseases in school, it is important to keep your child home for any of the following reasons:

1. **Fever above 100.4 degrees:** Your child should be fever free and off of all fever reducing medication for 24 hours before he or she returns to school. Students returning to school before they are well are more susceptible to illness themselves and also may expose others. Please do not give your student medication to treat a fever and then send him or her to school.
2. **Sore throat or tonsillitis:** A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. Keep your child home from school and contact your health care provider. If your child is diagnosed with strep throat, he or she may return to school 24 hours after antibiotic treatment begins.
3. **Spots/rash:** Do not send your child to school with a rash until your health care provider has said that it is safe to do so. Children with ringworm, scabies, or impetigo can return to school after appropriate treatment has begun. The affected area should be covered by clothing or a Band-Aid.
4. **Bad cough/Cold symptoms:** Children with bad coughs/colds need to stay home and possibly see their health care provider. It is considered a bad cough/cold when their symptoms are so bad that they cannot concentrate on their schoolwork. When the cough improves and the child is feeling better they may return to school. It can take well over a week for a bad cough to completely go away.
5. **Eye inflammation or discharge:** If you child's eye is red with a cloudy or yellow/green drainage, crusty eyelids after sleep, eye pain and/or redness; you should keep your child home and contact your child's health care provider. If your child is diagnosed with pink eye, he or she may return to school after treatment has begun.
6. **Vomiting and/or diarrhea:** Your child should stay home until the illness is over and it has been 24 hours since the last episode without the use of any medication.
7. **Ear pain:** Consult with your health care provider. Untreated ear infections can cause problems with hearing loss.
8. **Head lice:** See excerpt from district health policy (below).
9. **Acute pain:** Students that have pain that requires narcotic medication for relief should not attend school.

Your child may attend school if he or she has:

1. **Mild cold symptoms:** If your child feels well and there is no fever (without the use of fever reducing medication), it is usually acceptable to send your child to school.
2. **Allergic conjunctivitis*:** If your child has eye inflammation, redness, or watery discharge due to a known allergy (diagnosed by a physician), they will be allowed to attend school.
3. **Vague complaints of aches, pains, or fatigue:** If not accompanied by a fever or any other symptoms, the child can attend school.
4. **Single episode of vomiting and/or diarrhea:** If your child has one episode that occurs without any other symptoms and ends without the use of medications, it is acceptable to send them to school.
5. **Diagnosed skin condition*:** If your child has any skin condition that has been diagnosed by a physician and that is not contagious, he or she may attend school.

Remember to call the school every day that your child will be absent. Make sure the school has your current contact information in case your child becomes ill or gets injured while at school. Have a plan in place for childcare issues for when your child is ill. If your child has a communicable disease, please notify the school. In some instances it will be necessary for your physician to provide the school with a medical release before your child may return to school.

All medications should be given at home if possible. If a medication is required during school hours, the procedures for medication administration must be followed.

*Medical documentation may be required.

HEALTH POLICIES (EXCERPTS FROM BOARD POLICY 2.800)

In order for your child to function efficiently at school, good health is an important factor. We certainly encourage good attendance, but when symptoms of illness are evident, please consider what is best for your child and also his/her classmates. If your child becomes ill at school, we will endeavor to contact the parent or designated person. Please be sure that we have telephone numbers at all times, especially if names and numbers change.

Head Lice

According to Oklahoma Statutes, “any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional...or an authorized representative of the Oklahoma State Department of Health that said child is no longer afflicted with head lice.”

The district assures compliance and follows the recommendations of the Oklahoma State Department of Health. Students who have been excluded from school with head lice are required:

- A. Student must be rechecked in school clinic before re-admission to school.
- B. Student must have no bugs to be re-admitted.

Dispensing Medication

Medication will be administered only if a current Medication Administration form is properly filled out and signed by a legal guardian.

- A. Prescription, FDA approved, medication will be administered only if a current medication administration form is properly filled out and signed by a legal guardian and physician. Prescription medication must be in the original container from the pharmacy that states:
 - 1) Name of medication
 - 2) Name of student
 - 3) Directions for administration of the medication
 - 4) Physician’s name
- B. Over-the-counter FDA approved medications, including sunscreen and cough drops, will be administered only if a current medication administration form is properly filled out and signed by a legal guardian. Over-the –counter medication must be in an unopened original container. Student’s name must be written on the box/bottle. Dose must be appropriate for age and/or weight. Herbal or home remedies will not be permitted at school.
- C. Asthma rescue inhalers, anaphylaxis medications, or any other lifesaving medications that are prescribed by a doctor may be kept in the student’s possession when procedures are enforced as follows:
 - 1) The parent or guardian must authorize in writing that the student is to self-administer;
 - 2) The parent or guardian must provide the school with a written statement from the physician treating the student that the student is capable of, and has been instructed in the proper method of, self-administration of medication;
 - 3) The parent or guardian must provide the school with an emergency supply of the student’s medication, prescribed by a physician and having an individual label;
 - 4) The school district will inform the parent or guardian that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
 - 5) The parent or guardian must sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - 6) The permission of self-medication is effective only for the school year for which it is granted and shall be renewed each subsequent school year, provided no misuse or misconduct regarding the student’s use of the medication has occurred.
- D. The parent or guardian will notify the school of any change in the administration of medication and will provide the school with a new prescription signed by the physician. Written/verbal changes from parents will not be accepted.

The school will provide a form to be completed by the parent/guardian and physician. The form will contain all the provisions of this policy as required by law and outlined in Section C above.

At the end of the school year, any remaining medications must be picked up by the parent or guardian. Medications cannot be sent home with the student. Any medication not picked up by the last day of school will be properly destroyed.

When medication to be administered by school personnel is brought to school, the following procedure should be followed:

- A. Medications in school must be properly stored and not readily accessible to persons other than the persons who will administer the medication.
- B. Each school in which medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine and the type or name and dose of medicine which was administered.
- C. A school nurse, administrator or the designated school employee shall not be liable to the student or a parent or guardian of the student for civil damages for any personal injuries to the students which result from acts of omission by the school nurse, administrator, or designated school employee in administering any medication pursuant to the provisions of this section.

TRANSPORTATION

Students who live 1 mile or more from their school are offered bus service. Every effort will be made by school personnel to help students load the bus. However, the school district is not liable if students choose not to ride the bus home. Parents must write a note to notify the teacher if a student's bus routine to and/or from school changes.

If your child is in pre-kindergarten, kindergarten, 1st grade or 2nd grade, you must meet the bus in the afternoon before the driver will allow your child off the bus. We require a child be at least 8 years of age to get off the bus without someone at the stop to receive them. Some of the younger students have brothers and sisters that ride the bus; in order for a brother or sister to escort a younger sibling home, that brother or sister must be in the 4th grade or higher.

We want to make sure all the younger students get home safely; with that being said, we cannot allow a younger student to be taken home by any other student except an older brother, sister or cousin who is in 4th grade or higher.

BUS DISCIPLINE

Bus Drivers will make all discipline reports in writing to the site principal. The bus driver will also submit a copy of the report to the transportation office.

- ✓ First Offense: The site principal will notify the student and parent. The principal will take whatever action is deemed necessary.
- ✓ Second Offense: The site principal will notify the student and parent. The principal will take whatever action is deemed necessary and that action could result in the student being denied riding privileges for a period not to exceed two weeks.
- ✓ Third Offense: The site principal will notify the student and parent. The principal will take whatever action is deemed necessary and that action could result in the student being denied riding privileges for an extended period of time.
- ✓ Severe Offenses: Some acts of misconduct may be so severe that the foregoing plan of action may be bypassed and action appropriate to the severity of the misconduct may be taken immediately. The Supervisor of Transportation must be notified immediately when the principal determines that a severe offense has taken place.
- ✓ When on the bus, students must comply with the following rules:
 - 1) Follow directions of driver the first time they are given.
 - 2) Stay in your seat.
 - 3) Keep hands, arms, legs and objects to yourself.
 - 4) No eating, drinking or tobacco.
 - 5) No cursing, swearing or loud talking.

A student who has been suspended from the bus and continues to appear at the bus stop may be subject to additional discipline, which may include suspension from school.

TEXTBOOKS

District-owned textbooks are issued to students. Students are responsible for returning textbooks in good condition. Damaged or lost books must be replaced. If a replaced book is found later, the price of replacement will be refunded.

SECTION IV - CURRICULUM AND ASSESSMENT

Council Grove Elementary, Greenvale Elementary, John Glenn Elementary, and Winds West Elementary, and Bridgestone have implemented a reading program called Success for All. Students participate in 90 minutes of uninterrupted reading time based on their reading level. One of the requirements is to provide teachers a weekly ninety-minute Professional Learning Community (PLC). This gives teachers time to review student data that will drive their weekly classroom instruction, as well as collaborate with their peers on best practices. To meet this requirement, the five RSA schools do an early release every Friday of the school year.

The Reading Sufficiency Act (RSA) is to provide each student with an uninterrupted ninety-minute reading block. To meet this requirement, all five sites have a set daily scheduled reading block.

Council Grove Elementary, Greenvale Elementary, John Glenn Elementary, and Winds West Elementary will release at 1:45p.m. each Friday and will do their 90 minute Tier 1 reading block in the morning.

Bridgestone Intermediate 12:45 p.m. each Friday and will do their 90 minute Tier 1 reading block in the morning as well.

It is extremely important your child be at school on time to ensure they are receiving this essential reading instruction. If at all possible, please try to schedule any appointments after school. We appreciate your cooperation with this matter and look forward to providing the best possible education for your child.

STATE-MANDATED AND DISTRICTWIDE TESTING

Students in grades 3-8 will complete state mandated testing aligned to Oklahoma Academic Standards in Mathematics, English/Language Arts, and Science. Each school will provide a testing schedule for their building during the spring.

Western Heights Schools will administer academic pre- and post-tests to all students in grades K-5. In addition, formal and informal reading assessments will be given to students in grades K-3 as required by the Reading Sufficiency Act (70 O.S. § 1210.508).

Other tests that are available for WHHS students to take include the following:

- **ASVAB** (Armed Services Vocational Aptitude Battery): an optional test offered to juniors and seniors in the Fall semester at no charge.
- **PSAT/NMSQT** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test): given to juniors in October. This is an optional test for juniors and is recommended for **ALL COLLEGE-BOUND STUDENTS**. Top percentile scorers may become National Merit Semi-Finalists and Finalists and may receive a scholarship. This is the only opportunity students have to take this exam. Students pay for the exam. Sophomores are encouraged to take it for practice.
- **ACT** or **SAT** exams: students are encouraged to take one or both of these tests in their junior and/or senior years. Students must pre-register and arrange payment of exam fees. All colleges require one of these exams for admission. Registration packets for these two tests are available in the Guidance Office. **CLEP** (College Level Examination Program) tests: offers the opportunity to obtain college credits by examination at some colleges. The information and applications are available in the Guidance Office.
- **AP** (Advanced Placement): College Board tests offered at the end of specific courses for college credit in that specific subject. Students enrolled in AP courses are expected to plan for testing, and to pre-register and arrange for payment for the exams. See Mrs. Wood or an AP teacher for complete information.
ACCOMMODATIONS: Request assistance of the high school Special Services Coordinator for documentation of accommodations needed for your college and career tests. Approval of ACT and College Board is required before using accommodations to take the ACT, SAT, Subject Tests, PSAT/NMSQT, or AP ® Exams. It is recommended that you start getting approval during the beginning of the school year so you can submit your request with all documentation, in order to have approval in place for your test day. The approval process can take several weeks to a few months. More information is available online at act.org and collegboard.org.

STUDENT RETENTION/REMEDIAION

RETENTION

In accordance with the policy of the Board of Education and Oklahoma Statutes, the following criteria for the selection of students to be retained in their current grade, denied course credit, and/or remediated will be used in this school district:

Third Grade Retention

Beginning with the close of the 2016-17 school year, any third-grade student who scores “Unsatisfactory” or “Limited Knowledge” and receives a score of “Does Not Meet Criteria” on the reading comprehension and vocabulary sections of the Oklahoma State Testing Program (OSTP) will be retained at the third grade level. Opportunities for automatic promotion, exemption and probationary promotion are outlined below:

1. First, second, or third grade students who score proficient (designated score) on a state-approved reading screener (i.e. STAR Reading) will automatically be promoted to fourth grade. Once a student receives this promotion, they cannot “lose” it. Should their reading score drop below level, they will be placed on an Academic Progress Plan (APP) until they reach grade level.
2. Students may qualify for a “Good Cause Exemption” if they:
 - a. Have been identified as LEP/ELL student, placed on an education plans and have had less than 2 years of instruction in English
 - b. Have been identified with a disability placed on an IEP and are assessed through the Oklahoma Alternate Assessment Program (OAAP) prior to the administration of the OSTP.
 - c. Demonstrate an acceptable level of performance on an alternative standardized reading assessment (i.e. ITBS) as outlined in state legislation.
 - d. Demonstrate proficiency (as outlined in state legislation) on teacher-created reading portfolio. The teacher responsible for reading instruction, principal and superintendent must approve this exemption.
 - e. Have been identified with a reading disability, placed on an IEP, participate in state testing, have received two or more years of intensive reading remediation, and who were previously retained one or more years in pre-k for academic reasons, kindergarten, first grade, second grade, third grade or attended a transitional grade. Have not been identified with a reading disability, have received two or more years of intensive reading remediation, and have been retained two or more years in pre-k for academic reasons, first grade, second grade, third grade or attended a transitional grade.
 - f. Have faced an exceptional emergency circumstance which prevented them from being assessed during the testing window. The request for this exemption must be approved by the Office of Accountability and Assessment.
3. Students may be considered for probationary promotion by a Student Reading Proficiency Team (SRPT). This team consists of: a parent/legal guardian, current teacher responsible for reading, future teacher responsible for reading, AND a certified reading specialist. Both the principal and superintendent must approve the recommendations of the SRPT. All team members must *unanimously* agree to promote the student. If a member disagrees or fails to attend the meeting, the student is automatically retained.

In all OTHER grades K through 8 exclusive of 3rd grade

Retention will be determined by teacher(s) recommendation and based upon the use of developmental evaluations, OSTP’s, teacher observation, standardized tests, other assessments, grades, age and classroom performance.

Grades 9 through 12

Individual teachers will determine whether a student has met the requirements for passing classes and receiving credit based on the attainment of specified levels of competency.

Procedure:

Teacher recommendations for retention should be made to the parent or legal guardian as soon as possible. Attempts will be made to inform the parent/guardian of the student’s possible failure by means of progress reports, conferences, and grade checks. Retention will be established after the recording of the semester grades. Beginning in Middle School, if retention of a student would cause the student to be more than two (2) years older than his/her age/grade classmates as of September 1 of the subsequent school year, the case will be reviewed by the superintendent or a designee prior to parent notification. Retention of IEP students is an IEP “team” decision.

APPEAL

If a recommendation is made to retain a student at a present grade level or a student has not passed a course, the parent/guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the following appeal process. The appeal is made to the building principal, who will initiate the formation of a committee (refer to **Appeal of Student Retention form**). The committee will be composed of the building principal, teacher, and counselor from the school site. This appeal will be made to the building principal within 20 calendar days of receipt of report card or other notice of student retention, or prior to the beginning of the next term of remediation (if applicable). The principal will form the committee and hear the appeal within ten (10) working days of receipt of the appeal. The committee decision (form completed) will be sent by certified mail or other methods to the parent/guardian within five (5) days of the committee's decision.

The committee's decision may be appealed to the Board of Education. The appeal must be presented to the Clerk of the Board within 20 calendar days of the receipt of the committee's decision or prior to the beginning of the next term of remediation (if applicable). The Board's decision is final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board (if applicable).

REMEDIATION

Oklahoma statute requires that districts provide annual evidence of remediation results. It is the objective of the Western Heights Board of Education to ensure that all students are provided with maximum opportunities to achieve academic success. With this objective in mind, the following procedures will be enforced for all students in grades K-12.

Students with disabilities (other than 3rd grade students who must meet the RSA exemptions) pursuant to the Individuals with Disabilities Education Act (IDEA) may be exempted from remediation requirements if the IEP team determines and documents that such an exemption is appropriate to meet the individual needs of the child.

All students attending remedial classes are expected to comply with all existing school rules (including behavior and attendance) as established by Board of Education policies and as listed in student handbooks.

Reading Proficiency - Elementary Procedures

K-3 students will receive 90 minutes of daily, uninterrupted, scientifically based reading instruction. An Academic Progress Plan (APP) will be written for students identified below level in reading. The parent/legal guardian will be informed of their child's progress after initial identification and periodically throughout the year. The APP describes the student's reading difficulties, how much additional support they will receive at school and what the family can do at home to support their reading difficulties. Intensive instruction will be provided during the school day in addition to their regular reading instruction. Students may also be asked to attend after-school remediation and/or a summer school session. If a child has a disability, the APP may be created as a separate document from the IEP or directly incorporated into it. This will be the decision of the IEP team.

Students in grades one and two, found to not be reading at grade level, will have a Student Reading Proficiency Team (SRPT) support them. While the required team members are similar to the third grade SRPT, the focus of this team is to create an APP and will follow the student's progress throughout the year until they reach grade level.

Fourth grade students will receive 90 minutes of daily, uninterrupted, scientifically based reading instruction. Students entering fourth, promoted by the SRPT, are required to take the reading screener. If their score indicates they are below level, they will be placed on an Intensive Remediation Plan (IRP) and receive intensive remediation until they reach grade level.

Reading Proficiency - Bridgestone Intermediate Procedures

Fifth grade students will receive 90 minutes of daily, uninterrupted, scientifically based reading instruction. Students (previously promoted by SRPT) reading below level will take the reading screener. Should their score indicate they are still below level, they will be placed on an IRP and receive intensive remediation until they are reading on grade level.

Students entering sixth (previously promoted by SRPT and remained below level in fifth), will be identified for continued reading support.

Retained Third Grade Students

Retained third graders will participate in 90 minutes of daily, uninterrupted, scientifically based reading instruction. Additionally, they will receive 45-60 minutes of daily remediation. A retained third grader, who meets specific requirements outlined in Reading Sufficiency Law 70 O.S. § 1210.508C, may be considered for mid-year promotion. Promotion must take place *prior to November 1* and be made in agreement between the child's parent/legal guardian and the building principal.

Third Grade Summer Academy Reading Program

Third grade students who attend Summer Academy Reading Program (SARP) are not automatically promoted to fourth by attendance; rather, they must complete one of the following:

- Score at the 45th percentile or higher on an alternative reading assessment (i.e. ITBS)
- Show mastery of their reading portfolio skills
- Score proficient on a state approved reading screener

Middle School Procedures

Academic achievement tests will be administered to all students in grades 7 & 8 on a regular basis throughout the course of the school year in addition to the OSTP. Students who perform below a minimum level of competency in the core subject areas of math and/or language will be required to attend remediation classes during the school day.

Parents will be notified via U.S. Mail of the need for remediation. Remediation classes will be scheduled in place of an elective class for each subject area in need of remediation. Students will remain in remedial classes for a semester, in addition to all required core courses. Students in the remedial classes will be retested in the respective core areas of remediation on an ongoing basis.

Parents of middle school students who wish to appeal the remediation determination may request an appeal decision, in writing, to the building principal, within three days of receipt of initial notification. The building principal will render a written decision to the parent within ten school days. If a decision is not rendered by the beginning of the next nine-week period, students will be required to attend remedial classes during the remaining time that the appeal request is pending. The decision of the principal shall be final.

The appeal process relative to failure of a course at the middle school is the same as listed previously in this policy for retention.

REPORT CARD/GRADING – PENDING POLICY CHANGE

Elementary Schools:

Grades PK – 6 will use standards-based grading as a basis of communicating student performance. Students will be provided multiple opportunities to practice standards independently through homework or other class work. Practice assignments and activities will be consistent with classroom standards for the purpose of providing feedback. Practice assignments, including homework, will not be included as part of the final grade. Selected assessments (in various formats) will compose the final grade/entry per learning standard.

The rating system will be a 1-4 system with a rating of 4 showing mastery.

- 4 – Demonstrates in-depth knowledge of task
- 3 – Performs task with proficiency
- 2 – Performs task with help
- 1 – Unable to perform task
- * - not assessed at this time

Elementary schools will use quarterly benchmarks to place students in a reading class based on appropriate instructional level.

Grades in each subject area will be recorded with the following frequency: at least one grade per week

Secondary Schools:

Grades in each subject area will be recorded with the following frequency:

Middle School: At least two daily grades per week

High School: At least three daily grades per week.

Course grades (those recorded on the student's report card/transcript) will be computed based on the following percentages:

30% = daily work

30% = nine-weeks course assessment results

20% - Midterm grade

20% - Final/Benchmark

Additional provision for High School and Middle School:

All grades are due by the end of the term. All midterm and final exams must be taken during the scheduled testing window. In extenuating circumstances, make-up tests may be scheduled with the administrators and/or designated personnel by prior approval and appointment only.

Students may earn up to three test exemptions for semester finals if they meet the following criteria:

1. Absent no more than 5 days in the semester
2. No more than 3 tardies in the semester
3. No discipline referrals that result in ISS or OSS

If a student meets all three of the above criteria, they can exempt out of three semester tests. If they meet only two of the criteria, they can exempt out of two semester tests. If they meet only one criteria, they can exempt out of one semester test.

If they do not meet any of the criteria, they must take all semester tests.

Students may not exempt out of a test if their grade is a “D” or “F” in that class.

In special areas such as: Band, Choir, General Music, Homemaking, Vocational subjects and Physical Education, the method of recording daily or weekly grades shall be left to the discretion of the teacher; i.e. point systems, plus/minus, participation and performing grades

District Grading Scale

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Below 60	=	F

**SECONDARY BENCHMARK TEST SCHEDULE 2022-23:
(dates are preliminary, may be adjusted according to school's schedule)**

ELEMENTARY BENCHMARK TEST SCHEDULE:

BOY	August 24
END OF SEMESTER 1	November 29-30
EOY	April 26-27

BOY	September 1-12
QUARTER 1	October 3-11
MOY	December 5-18
QUARTER 3	March 1-10
EOY	May 1-19

PROFICIENCY BASED ASSESSMENTS

Students are allowed to “test out” of a particular subject area and are given credit for the course when they pass the test and any additional requirements with 90% proficiency. Students may demonstrate proficiency in the core curriculum areas of social studies, language arts, languages, mathematics, science and the arts. For detailed information, contact the school principal or counselor.

TEACHER QUALIFICATIONS (Parents’ Right-to-Know)

State law requires schools to provide, upon parent request, information regarding the training and qualifications of teachers in school wide Title I sites as well as any personnel funded through the Title I program.

The information regarding the professional qualifications of your student’s classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher’s baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and, if so, their qualifications.

In addition, you will be notified if your student has been taught for four or more consecutive weeks by a teacher who is not highly qualified. In keeping with the provisions of this law, if you would like to receive further information about your child’s teacher(s), please contact Chris Culver , Interim Director of Elementary Education at 405-261-6718 or Cheryl Garrison, Director of Secondary Education at 405-261-6722.

SCHEDULE CHANGES

Schedule changes must be approved first by the parent/guardian and the counselor. Changes will be made for the following reasons: **1) enrolled in subject already completed 2) enrolled in subject for which student is not eligible 3) to change an elective subject not requested on pre-enrollment.** Changes for reasons other than 1-3 listed above **WILL NOT** be made without permission of an administrator.

HOMEBOUND EDUCATION

Parents/guardians may request homebound education services for a student if the student is going to be absent from school for more than ten consecutive days for documented medical reasons. The request is made through the counseling office. Homebound students should not be on campus for any extracurricular activities without prior permission of the school administration.

WITHDRAWAL FROM SCHOOL

If withdrawal from school is planned, the student’s parent or guardian **MUST** contact the counselors’ secretary. Obligations must be cleared. When a student withdraws from school before a grade is transcribed, a “W” for “withdrawn” will be displayed on the student’s transcript.

CONCURRENT ENROLLMENT (BOARD POLICY 4.302)

Junior and Senior students shall be authorized to enroll in area colleges. Students must be on track to graduate and shall have the approval of the principal, counselors, parents, and college officials to complete enrollment. According to Oklahoma State Regents for Higher Education policy, such students may enroll in a combined number of high school and college courses per semester, not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum number of nine semester-credit-hours during a summer session or term without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work.

- (1) Students will be released from the high school for a reasonable amount of time in order to attend college courses, including travel time. The student must bring a copy of his/her college course schedule to the high school counselor in advance of the applicable school term in order to obtain documented release time.
- (2) Concurrent enrollment courses and grades shall be placed on the transcript and calculated in the overall GPA as core courses or electives as applicable. A guide to credit conversion of common college courses will be maintained in the high school counselor’s office and will serve as the district’s official guide. Any updates or changes to this guide will be approved by the high school principal and the superintendent prior to its effective date.
- (3) Students must submit concurrent college grades to the high school registrar within the first 14 days of the subsequent fall or spring semester. An unofficial transcript will serve as acceptable documentation. Students who fail to meet the submission deadline will be given an “NC” for the course; this may affect high school eligibility.

At Western Heights, we offer both Concurrent Enrollment and Advanced Placement classes. Below is a chart that shows the difference between both types of courses. For students who plan to enter college, these courses are highly recommended for students to take. This year we have increased the course offerings through concurrent enrollment.

Concurrent Enrollment	Advanced Placement Classes
<ul style="list-style-type: none"> • Referred to as dual credit (receive both college and high school credit) • Classes offered on high school campus, college campus, or online • Complete college degree faster (85% of students) 	<ul style="list-style-type: none"> • Must score 3 or above on exam to earn college credit • Stand out in college admissions – lets colleges know you are experienced in particular class and prepared for challenges of college

<ul style="list-style-type: none"> pass the class) No big exam to take/District Provides Travel General education classes can be transferred to any college or university in OK and several out of state colleges Deadlines and schedules are firm Students experience rigorous college curriculum 18 hours paid by OK College Regents for Seniors District will pay for Juniors (12+ hours) Students have the potential to complete a year or more of college by the time they graduate high school (Saving up \$4400 to \$5100 in college tuition) Courses count towards 5.0 weighted GPA and Distinguished Diploma 	<ul style="list-style-type: none"> Course work is the most rigorous classes the high school has to offer Course work must be approved by the AP College Board Earning a qualifying score on AP Exam can help you advance and avoid required introductory courses Help students build college skills Dig deeper into subjects of interest Courses count towards 5.0 weighted GPA and Distinguished Diploma
Admission Requirements	Requirements
<ul style="list-style-type: none"> Must score a minimum of 19 on ACT or Pre-ACT or Unweighted high school GPA of 3.0 or higher or Minimum SAT or PSAT composite score 980 <p>Additional requirement, must score 19 or above in the subject area on ACT or Pre-ACT for course selected</p>	<ul style="list-style-type: none"> Obtain 18 on ACT or Pre-ACT subject area or Minimum SAT or PSAT composite score 980 and Unweighted high school GPA of 3.0 <p>WHPS Board requirement, must score 18 or above in the subject area on ACT or Pre-ACT for course selected</p>
Additional Information	Additional Information
<ul style="list-style-type: none"> There is no class size limit for courses offered on college campus College requires a minimum of ten students be enrolled for courses offered on Western Heights campus OCCC reported 1200 high school students were taking spring classes last year---with 200 students attending from one 5A high school Statewide there is a considerable increase in the number of concurrent classes offered to HS students. 	<ul style="list-style-type: none"> District requirement for all regular courses, including AP courses, is a minimum of Eighteen (18) students per section Acceptance of college credit for AP classes varies by college & subject Students who do not meet the requirements listed above, will be enrolled in HS college prep (CP) courses related to the desired subject area—this process will be consistent with the ICAP currently mandated for FY 2020 implementation.

DRIVERS LICENSE - PROOF OF ENROLLMENT (47 O.S. §6-107-4)

- A. The Department of Public Safety shall deny a license, restricted license, or instruction permit for the operation of a motor vehicle to any person under eighteen (18) years of age who does not, at the time of application, present documentation that such person:
1. Is a student enrolled in a public or private secondary school, including any area vocational- technical school, of this state or any other state,
 2. has received a diploma or certificate of completion issued to the person from a secondary school of this state or any other state,
 3. is enrolled and making satisfactory progress in a program leading to a Certificate of High School Equivalency issued by the State Department of Education, or has obtained such Certificate and
 4. Has successfully passed the criterion-referenced reading test required for all eighth grade students or an alternative reading proficiency test approved by the State Department of Education pursuant to the provisions of Section 31 of this act demonstrating reading proficiency at the eighth grade reading level, unless such student is excused from such requirement.
 5. Except as provided in subsection B of this section, whenever a student over fourteen (14) years of age and under eighteen (18) years of age withdraws from school, the attendance officer shall notify the Department of Public Safety of such withdrawal through a documentation of enrollment status form. **(Withdrawal means more than ten (10) consecutive days, or parts of days, of unexcused**

absences or fifteen (15) days, or parts of days, total unexcused absences during a single semester)

6. Within fifteen (15) working days of the receipt of such notice, the department of public safety shall provide written notice to the student, by first class, postage prepaid mail, that the student's license will be canceled, or the driver license application of the student will be denied thirty (30) days following the date the notice to the student was sent, unless documentation of compliance with the provisions of this section is received by the Department of Public Safety before such time. After the thirty-day period, the Department of Public Safety shall cancel the driving privileges of the student.
 - B. When the withdrawal from school of a student is:
 7. Due to circumstances beyond the control of the student;
 8. Pursuant to any lawful excuse; or
 9. For the purpose of transfer to another school, including education at home pursuant to Section 4 of Article XIII of the Oklahoma Constitution, as confirmed in writing by a parent, custodial parent, or legal guardian of the student, no notice as required by subsection D of this section shall be sent to the Department of Public safety, or, if sent, such notice shall be disregarded by the department of public safety. If the student is applying for a license, restricted license, or instruction permit, the attendance officer shall provide the student with documentation to present to the department of public safety to excuse the student from the requirements of this section.
 - C. Every school district shall, upon request, provide documentation of reading proficiency for any student enrolled in such school district by certifying passage of a reading examination pursuant to the provisions of this act.

PROOF OF READING SUFFICIENCY FOR DRIVER LICENSE (70 O.S. §1210.515)

- A. Pursuant to the provisions of paragraph 2 of subsection A of Section 6-107.3 of Title 47 of the Oklahoma Statutes, any person under the age of eighteen (18) years wishing to apply for a driver license or permit shall successfully demonstrate a satisfactory reading ability at the eighth-grade reading level by meeting the following criteria:

A student enrolled in a public school shall successfully complete the reading portion of the state criterion-referenced test offered in the eighth grade. Following the administration of this test in the eighth grade, any student not successfully completing the reading portion shall be assigned a plan of remedial reading. The student may either retake the reading portion of the state criterion-referenced test upon its administration the following year, or take an alternative reading proficiency test in order to satisfy the criteria for a driver license or permit. Alternative reading proficiency tests shall be approved by the State Department of Education. Subsequent successful completion of an alternative reading proficiency test shall serve to satisfy any test retaking requirement which may be required for the reading portion of the state criterion-referenced test in the eighth grade in the Oklahoma School Testing Program. School districts shall notify, in writing, each student who takes the reading portion of the state criterion-referenced test for the eighth grade or who takes an alternative reading proficiency test and the student's parent or legal guardian of the test results. If the student fails to perform satisfactorily on the test, the notice shall inform the student of the reading proficiency driver license requirement and the school's remediation plan for the student. Upon the student's successful completion of the test, the school shall furnish the student with the documentation needed for the driver license application in Oklahoma.
- B. Alternative reading proficiency tests shall be offered by testing sites, which shall include the public schools at least four (4) times per calendar year, and may include any of the following which chose to participate, the area vocational- technical school districts, Regional Education Service Centers, colleges, accredited private schools, and other sites approved by the State Department of Education. A student may take the test as often as wished, subject to the provisions of this section. Testing sites shall provide the first alternative reading proficiency test for each student at no cost to the student. Students may be assessed a fee not to exceed Twenty-five Dollars (\$25.00) by the testing site for each subsequent alternative reading proficiency test taken.

SECTION V – GRADUATION POLICIES

GRADUATION REQUIREMENTS (BOARD POLICY 4.300) (Change pending policy change)

Western Heights High School Schedule

A seven (7) period schedule is in effect at Western Heights High School. Under this type of schedule, a student may earn up to 14 credits per year. Juniors and seniors are encouraged to enroll in concurrent enrollment, which allows high school students to earn college credit.

As a condition of receiving accreditation from the State Board of Education, all students in grades nine through twelve shall enroll in a minimum of seven periods of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

No student shall receive high school credit more than once for completion of the same unit or set of competencies to satisfy curriculum requirements.

The minimum requirements for graduation from Western Heights are:

SUBJECT	REQUIRED CREDITS
Fine Arts & Computer Education	2
English	8
Math	6
Science	6
Oklahoma History	1
Government	1
American History	2
World History	2
Economics	1
Geography	1
Physical Education.	1
Personal Financial Literacy	1
*Electives	14
Total = 46 Credits	

All students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose 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 of the student objects in writing.

For students planning to enter college upon graduation, a minimum of 6 additional credits are highly recommended from math, science, social studies, computer science and/or foreign language. Most colleges require at least 3 years of math and science.

Oklahoma Statutes state that graduating seniors must have earned: four language arts units, three mathematics units, three science units, three social studies units, and two arts and computer education units.

In addition, Oklahoma Statutes require students to take additional higher level math and science courses. Students must take Algebra I and two additional math courses that are at least as rigorous. All mathematics courses offered at Western Heights High School will satisfy this requirement with the exception of Pre-Algebra. Students must take Biology I and four additional semesters of equivalent or more difficult science courses. All science courses offered at Western Heights High School will satisfy this requirement.

Western Heights will count no more than two correspondence courses (not to exceed 4 credits) towards graduation. Such courses must be offered by a supplemental education organization that is accredited by a national accrediting body that has been taught by a qualified teacher according to state Oklahoma Academic Standards, upon approval by the State Board of Education and the Western Heights Board of Education.

For purposes of enrollment, the following grade specific classes are in effect:

Freshman year	English I, Oklahoma History/Geography, Algebra I, and Biology I
Sophomore year	English II, World History, Physical Science, and Geometry
Junior year	English III, American History, Algebra II or Math of Finance, and 2 science credits
Senior year	English IV and Government/Economics

High school students who enroll from other high schools with differing accredited course offerings will have their total course requirements for graduation pro-rated in relation to the weighted standards. Minimum state requirements for high school graduation will be observed in all cases. In conformance with the Interstate Compact on Educational Opportunity for Military Children and pursuant to State law, district administrative officials shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another district, or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the district shall provide an alternative means of acquiring required coursework so that graduation may occur on time. Should a military student transferring at the beginning or during his/her senior year be ineligible to graduate from the receiving district after all alternatives have been considered, the sending and receiving districts shall ensure the receipt of a diploma from the sending district, if the student meets the graduation requirements of the sending district.

A student enrolling late, after the 10th day of the grading term agrees to:

- 1) be held responsible for all work/material assigned (this may be make-up work or demonstrated proficiency), and
- 2) understand that he/she would be ineligible to participate in extra-curricular activities until satisfying #1. It is recognized that with certain individuals, a need for deviation from the 4-year high school career is possible. "Need"

could be characterized as any situation causing legitimate hardship to the family or student, documented financial need indicating the student must become a primary wage earner for family support, advanced age of a student, etc. If a student feels he/she has a true, legitimate need to deviate from the recommended 4-year plan, steps to follow would be:

- 1) meet with his/her counselor to determine legitimacy
- 2) counselor would verify need with parent/guardian
- 3) counselor would recommend meeting to be called by principal
- 4) Principal would hold meeting with student, parent/guardian, counselor, and at least 2 faculty members familiar with the student
- 5) if it is the recommendation of the committee listed in (4), enrollment for early graduation would be done by counselor
- 6) if the committee does not recommend the request for early graduation, the student and parent/guardian have the right to appeal to the Superintendent.

Students who have individualized education programs (IEPs) pursuant to the Individuals with Disabilities Education Act (IDEA) and who satisfy the graduation requirements through the IEP shall be awarded a Standard Diploma.

Students enrolled in an alternative education program who enter the ninth grade in or prior to the 2007-08 school year shall have a specific clause included in their graduation plan to address whether the student is required to meet the standard graduation requirements pursuant to Oklahoma Statutes.

In addition to a Standard Diploma, students may earn a Distinguished Diploma, a Distinguished Diploma with Honors, or a Distinguished Diploma with Honors and Fine Arts Endorsement. Criteria for these diplomas are:

1. **Standard Diploma** -- meet requirements as previously stated
2. **Distinguished Diploma** -- meet the following criteria (which exceeds Oklahoma's Promise criteria), plus a minimum cumulative GPA of 2.5 and no grades of "F" on the final high school transcript. Starting with the class of 2023, minimum of 3.0 and no grades of "F" on the final high school transcript.

- 8 Credits Language Arts
- 14 Credits Math/Science (a combination of math and science credits, Algebra I/Biology I or above, excluding Contextual Geometry and Math of Finance)
- 4 Credits same Foreign Language or 4 credits of approved Computer Science
- 1 Credit Oklahoma History
- 2 Credits U.S. History
- 2 Credits World History
- 1 Credit Government
- 2 Credits Fine Arts
- 1 Physical Education
- 1 Personal Financial Literacy
- Electives to add up to required credits needed for graduation

3. **Distinguished Diploma with Fine Arts Endorsement**

Meet the requirements stated with the distinguished diploma plus include the following:

- a. Senior class of 2019 would need 8 credits in Fine Arts
- b. Senior class of 2020 would need 10 credits in Fine Arts
- c. All future classes would need 10 credits in Fine Arts to earn the endorsement
- d. ANY Western Heights student can earn this endorsement if they meet the credit requirements
- e. Students that move in from another district during their high school career and have an interest in the Fine Arts endorsement, would have to be evaluated on a case by case basis.

4. **Distinguished Diploma with Honors** - meet requirements as previously stated with at least six of the courses designated as having advanced content material over his/her 4 year career. In addition, the following requirements must be met: no grades of “F” on the final high school transcript and a minimum 3.0 cumulative grade point average. Starting with the class of 2023, minimum of 3.5 and no grades of “F” on the final high school transcript.

Students must acquire additional electives to complete the total number of credits for graduation.

May also achieve Distinguished Diploma with Honors and Fine Arts Endorsement if all qualifications are met.

For the purpose of this section, applicable vocational-technical classes offered by comprehensive high school vocational-technical programs (career tech) that meet all requirements for course content and teacher qualifications as adopted by the State Board of Education and approved by the Western Heights Board of Education (WHBOE) shall qualify for high school credit. Courses currently approved by the WHBOE for this purpose are Algebra II and Human Anatomy/Physiology. Advanced placement classes in the core subject may be substituted on a course-by-course basis to satisfy the academic units required for a distinguished diploma or distinguished diploma with honors.

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II, the Korean War, or the Vietnam War, a board of education of any independent school district in this state is hereby authorized to grant a diploma of graduation to any veteran who meets the requirements as listed below. School districts are further encouraged to present such diplomas in conjunction with appropriate Veterans Day programs.

To be eligible for a high school diploma pursuant to this section, a veteran shall:

- 1) have been honorably discharged from the Armed Forces of the United States of America;
- 2) have served a minimum of eighteen (18) consecutive months active duty or have been discharged with a service-connected disability between certain specified dates; and 3) be a resident of the State of Oklahoma.

College preparatory curricular requirements for high school graduation are as follows:

- A. Four units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
- B. Three 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;
- C. Three 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;
- D. Three 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;
- E. Two units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications such as word processing, database, spreadsheets, and graphics, excluding keyboarding or typing courses;
- F. One additional unit selected from paragraphs 1 through 5 of this subsection or career and technology education courses approved for college admission requirements; and
- G. One unit or set of competencies of fine arts, such as music, art, or drama, or one unit of speech.

State law mandates that students must complete three units of mathematics during 9th-12th grades. Parents/students are strongly advised that students should enroll in Algebra I in 8th grade ONLY if they are committed to completing an additional three units of mathematics beyond Algebra at the high school level.

Course credit may be earned through Proficiency Based Promotion in many pre-designated subject areas as previously noted, or credit may be obtained through an exemption for demonstrating mastery on the following exams: ACT, SAT, PSAT/NMSQT, ACT Workkeys, AP, and IB exams. Please see your counselor for the cut scores required for demonstrating mastery.

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 and shall be transferrable 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.

Students who start the ninth grade prior to the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing program or an alternate assessment as 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.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and salutatorian honors will be selected based on a Distinguished Diploma with Honors combined with the highest Grade Point Average (GPA) calculated upon completion of the seventh (7th) semester. In the event of a tie, all candidates will share the valedictorian honor. Salutatorians will be selected based on the next highest-ranking student(s). All GPAs are extended four (4) decimal points with no rounding. A student must have attended Western Heights High School for one full year (6th and 7th semesters) in order to be eligible for these awards. Final grades for grade nine through the first semester of grade twelve will be used to figure grade point averages.

To encourage students to enroll in Advanced Placement and Concurrent College classes, Western Heights High School implemented a 5.0 (weighted) grading scale beginning with the class of 2015. The basic purpose of the weighted grades is to provide incentive for students to enroll in a program of advanced studies. Weighted courses are Concurrent College courses (Board Policy 4.302) and those that are approved by the College Board as Advanced Placement (AP) courses since those programs offer students the opportunity to receive college credit.

Seniors grading in 2015 and beyond have their grade point averages (G.P.A.) factored on a 5.0 (weighted) grading scale. Grades received in Advanced Placement (AP) and/or Concurrent Enrollment courses are the only courses that receive "A", 5 pts; "B", 4 pts; "C", 3 pts; "D", 2 pts.

GRADUATION CEREMONIES (BOARD POLICY 4.103)

The Western Heights School District recognizes that graduation ceremonies are important events for our students, patrons, guests and community. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the Board enacts the following policies:

1. A student shall be permitted to participate in graduation ceremonies whenever that student:
 - a. has successfully completed the minimum number of credits established by the District for graduation, or be currently enrolled in the courses needed for graduation and be no more than two credits short of the minimum required; and
 - b. has elected to participate in graduation ceremonies and complete such exercises in accordance with this policy.
 - c. is NOT under long term suspension restrictions as of the last day of the student school year. Students who are under long term suspension restrictions will not be allowed to participate in the end-of-year senior activities. These senior activities include but are not limited to: senior breakfast, senior group picture, senior assembly and graduation ceremonies.
2. Any student who elects to participate in graduation exercises will still be considered a student of this District until such ceremonies have been completed. Students participating in the ceremony must wear the district-approved cap and gown.
3. All students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, during graduation exercises, students shall not engage in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
4. The administration shall have the power to impose discipline on any student who violates the provisions of this policy. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises. Following an informal hearing process conducted by the administration, students who are found to be guilty of violating this policy shall be subjected to disciplinary action. Such action may include suspension from school for the balance of the school year if the commencement ceremony is held prior to the end of school.

SECTION VI –STUDENT ATTENDANCE

ATTENDANCE POLICY K-12

Each child of the Western Heights School District is encouraged to have regular attendance at school. Since a lack of attendance at school directly affects a student's performance, every effort will be made by the schools to improve poor attendance.

A research and development team from Oklahoma State University has conducted various ongoing studies and offered professional development training at Western Heights Schools. The team has studied the factors that may lead to improved student learning within the district. One of the most dramatic findings for Western Heights' students was the conclusion that **more time in class equals higher achievement**, regardless of student gender, grade, ethnicity, or socio-economic status. **It is of vital importance that parents ensure that their children get to school and stay in school. The more a child is in school,**

the greater is the likelihood of better achievement, higher test scores, and long-term success.

A student is marked absent according to the ruling of the State Department of Education, which states: "Any student must be counted absent if he/she is not actually present for classes although the cause of the absence is beyond his/her control." A student's absence from school for school activity or a recognized religious observance is NOT included in the above statement. Students must be dropped from the rolls upon the tenth consecutive absence.

Parents/guardians are asked to notify the schools when a student is absent. If a call is not received, a determined attempt will be made by the schools to contact the parent/guardian each day that a student is absent from school. Names of those students whose parent/guardian COULD NOT be reached are placed in teacher reports or morning bulletins so that a parent will be contacted prior to admittance to classes. Prior notification to the schools by the parent/guardian results in maximum class time for the student. Students are required to have their work made up within the time allotted for make-up assignments. Communication between parent/guardian and the school is VITAL.

Western Heights Public Schools will abide by the policies and procedures set forth by the District Attorney's office regarding truancy prosecution when lack of attendance at school becomes chronic and violates the law.

Oklahoma Statutes state that "if a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (§ 70-10-106) School officials must keep attendance records and promptly notify parents of excessive unexcused absences. A parent may be charged with the misdemeanor offense of "Failure to Comply with the Compulsory Education Law." The parent may be fined up to \$250 per count or up to 15 days in jail for each unexcused absence for each successive conviction. See policy 4.113 for detailed information regarding truancy procedures.

The OSSAA Attendance Eligibility Rule states that a student who has not attended classes ninety percent (90%) of the time for the semester in a member school becomes ineligible for the remainder of the semester.

Absences are defined as follows:

1. **DOCUMENTED ABSENCE:** Student is absent from class or classes and gives the attendance secretary a note from the doctor/dentist or other valid document(s), subject to administrative discretion. Recognized religious observances will be processed as documented absences when proper documentation from the parent or guardian is provided to site-level administration **PRIOR** to the date(s) of the religious observance (pursuant to State statute). Medical absences and military funerals if students are involved in ROTC (high school students for military funerals exception) shall also count as documented absences such absences allow the student to make up assignments for missed class time.
Absences with such documentation do not affect eligibility for the OSSAA 90% attendance eligibility rule.
2. **PARENT CONTACT ABSENCE:** Student is absent from class or classes and parent calls the school. Verbal communication from the parent or guardian is expected to let the school know that the student is not truant. This parent contact allows the student to make up assignments for missed class time. The student will have two (2) school days for each day missed, starting when the make-up assignment is given to the student.
3. **NON-EXEMPT ABSENCE** – This absence removes a student from the classroom for activities, whether sponsored by the school or outside agency/organization. The maximum number of absences for activities is ten (10) for any one class period for each school year. Any deviation from the policy must be made to the internal review committee. The committee may hear or not hear on a case by case basis any request for special consideration or special occasion. The committee may consider such facts as other absences, academic progress, and other criteria related to a successful school experiences. **Non-exempt absences do not affect eligibility for the OSSAA 90% attendance eligibility rule. The student is allowed to make up assignments missed while out of class for this type of absence.**
4. **EXEMPT ABSENCE** – This absence removes a student from the classroom for activities on state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. **Exempt absences do not affect eligibility for the OSSAA 90% attendance eligibility rule. The student is allowed to make up assignments missed while out of class for this type of absence.**
5. **UNDOCUMENTED ABSENCE** – Student is absent from class or classes and the attendance secretary has not received parent contact or other documentation to explain the missed class time. An undocumented absence could be an intentional absence by period or for half/full day absences. The student who receives an undocumented absence will **not** be allowed to make up any assignments given during the missed class time. A ZERO (0) will be recorded in the grade book for that assignment.

Undocumented absences do affect eligibility for the OSSAA 90% attendance eligibility rule. All absence documentation must be submitted within three (3) school days or the absence will be recorded as undocumented. Extenuating circumstances will be considered by the principal on a case-by-case basis.

At all grade levels (PK-12), students who are habitually tardy will be subject to disciplinary action.

The teachers' records are the official source for determining the absences in classes.

MAKE-UP WORK

The work offered in Western Heights Schools is based on the assumption that the students will be present every day. Make-up work will be graded for full credit for all applicable absences as outlined in the district attendance policy. **For absences with parent contact of more than five (5) days per nine week period, the make-up work will not be graded for credit. A ZERO (0) will be recorded for each assignment given on absences with parent contact totaling more than five (5) for a nine-week period and the student's grade will be lowered accordingly.**

Make-up assignments are to be completed within a time frame of two (2) school days for each day missed, starting when the make-up assignment is given to the student, up to a two-week maximum. Students and/or parents are responsible for requesting make-up assignments when the student returns to school. A student missing an assignment while present in class may not make up the assignment without teacher approval. For students who must be gone longer than three (3) days, parents may request assignments from the **counselor's office**. The school must have at least one (1) full day to collect the assignments from the teachers. Documented absences of more than five days per nine-week period will require special arrangements at the discretion of the administration. Students who will miss more than ten (10) consecutive school days due to documented illness or injury must contact the school administrator as soon as possible to determine eligibility for homebound services during the length of the medical absence.

For unapproved absences, work assigned on the day of the unapproved absence will be recorded as a zero. For days of suspension, the parent/guardian shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The student's educational plan shall consist of the following: The parent/guardian may request work given by teachers in the core subject areas as defined by law (English, mathematics, science, social studies and art) and it will be collected by the counselor's office to be picked up by the parent/guardian. The student may complete the work in an attempt to "keep up" with his/her classes during the time of suspension.

TARDINESS

A student is tardy to class if he/she is not in the classroom at the end of the tardy bell. Any student with a counselor or principal pass or PRIOR approval from the teacher of the class to which the student is reporting shall be excused with no disciplinary action. If a student is having a problem getting to class because of his/her schedule or locker assignment, he/she should report to a counselor or principal for help. Students who become ill or have a hygiene problem need to report to the counselors or principals immediately so a pass may be written and the tardy can be cleared.

Excessive tardies may result in in-school supervision or suspension.

TRUANCY PROSECUTION AND REPORTING (BOARD POLICY 4.113)

Western Heights Public Schools encourage all elementary, middle, and high school students to be in attendance each day school is in session so that maximum success in education may be achieved for students. Consistent classroom attendance assists students toward development of strong work habits, responsibility and self-discipline. Since a lack of attendance at school directly affects a student's performance, every effort will be made by the schools to improve poor attendance.

Since Oklahoma law holds the parent/guardian responsible for a child's attendance at school, the schools will strive for early intervention and notification of parent/guardian in an attempt to curtail excessive absences. Communication between parent/guardian and the school is vital.

Western Heights Public Schools will abide by the policies and procedures set forth by the District Attorney's office regarding truancy prosecution when lack of attendance at school becomes chronic and violates the law. The District Attorney's office provides a set of administrative procedures to follow in preparing a student case file for truancy prosecution. Oklahoma Statutes state that "if a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 70 of the Oklahoma Statutes. (§ 70-10-106) School officials must keep attendance

records and promptly notify parents of excessive unexcused absences. A parent may be charged with the misdemeanor offense of "Failure to Comply with the Compulsory Education Law." The parent may be fined up to \$250 per count or up to 15 days in jail for each successive conviction. In addition, the judge may order the parent to complete community service hours or to comply with other conditions, such as transporting the child to school or attending school with the child.

In accordance with state law, students who are absent more than twenty percent (20%) of the time will be referred to the Department of Human Services. At the close of each attendance period of the school term, the board of education of each school district shall notify, in writing, the Department of Human Services of the name of any child who has not been present for instruction at least eighty percent (80%) of the time without valid excuse as defined in Section 10-105 of the Oklahoma Statutes. The Director of the Department of Human Services is authorized to withhold assistance payments to the payee of such child and to instigate an investigation. The district attorney shall file with the Department of Human Services a report identifying any child who has been convicted of truancy within thirty (30) days of such conviction.

This policy will work in conjunction with board policy 4.105, Attendance Policy K-12.

SECTION VII –ATHLETICS, CLUBS, ACTIVITIES

ATHLETICS

Western Heights High School is a member of the Oklahoma Secondary School Activities Association (OSSAA) and abides by its rules along with Western Heights Board Policies.

ACTIVITIES PARTICIPATION (ELIGIBILITY) REQUIREMENTS (BOARD POLICY 4.116)

All students who desire to participate in any extra-curricular activity outside the classroom (including field trips) must meet the following requirements. (The following are not considered as extra-curricular activities: A student who is a member of an audience at an athletic event, music event, drama event, assembly, banquet, recipient of an award or honor or recipient of royalty recognition, participation in Baccalaureate but not perform, participation in commencement but not perform, practicing for extracurricular activities during the time it is scheduled or after school, etc.)

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) absences for any one class period each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. **School sites will organize sports/activities schedules so that each sport/activity removes students from class "a limited number of days" each year so that the 10 absences are shared over the year.** Coaches/sponsors will be asked to have no more than 3 days of missed class time in their yearly events schedules. Exceptions to this number of 3 can be made by the athletic directors and building principals when extenuating circumstances warrant such as the sport of golf being allowed 4 due to public golf course restraints. Everyone is encouraged to avoid loss of class time when at all possible.

Only one credit in PE/Athletics may be counted for credit in any one semester. Competitive athletics begin at the 7th grade level at Western Heights. Students must have completed 6th grade in order to participate with the school's competitive teams.

REQUIREMENTS

General Provisions: Students in Good Standing

- Performance in extracurricular activities is NOT allowed while in All Day In-School Supervision (ISS).
- Students must be present in class on the day of an after-school extracurricular activity in order to participate. High school and middle school students must attend at least five (5) periods. Exceptions are made with acceptable documentation (doctor appointment, funeral, etc.).
- Students must be present during each period prior to being released for an activity during the school day.
- Students must maintain a minimum of 90% attendance for the current semester in order to participate.
- The definition of "minimum scholastic standard" is as follows: Students must earn five (5) of seven (7) high school credits during the first semester and again during the second semester. Failure to earn the required number of credits will result in a six (6)-week ineligibility period at the start of the following semester. All students, except those on the 6-week list, will be eligible with the first day of class in the following semester. Students ineligible on the weekly grade check will be ineligible for the first week of the second or fourth quarter. ANY student with 4 or more "Fs" for the first or third quarter will be ineligible until the end of the first probationary period of the second and fourth quarters.

Section 1. Semester

- a. If a student does not meet the minimum scholastic standard as defined herein, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six week period.

Section 2. Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the beginning of the third week of each semester and each successive week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must meet the minimum scholastic standard (achieving a grade of 60% or greater in all classes enrolled) in order to regain eligibility. A student regains eligibility with the first class of the next one-week period (Monday through Sunday).

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

****When athletic trips are planned, all students must go and return on school transportation, unless prior to the trip, approved arrangements are made. School-approved arrangements may be made with the coach/athletic director/principal for students to go and return from an event with their parent/guardian.**

WEEKLY GRADE CHECKS FOR ELIGIBILITY:

Weekly grade checks will begin in the third week of each semester. Teachers will report any student not passing ALL classes on a weekly basis. An eligibility list will be published each week with the names of those students who have a cumulative grade of 'F' in a class. A student will be placed on probation (he/she may still participate) for one week providing his/her name did not appear on the ineligible list the preceding week. A student will be considered ineligible to participate for one week any time his/her name appears for two consecutive weeks. Each ineligibility period runs from Monday through Sunday. **If a student is serving a week of ineligibility and raises his/her average to 60% or higher during the week, he/she will remain ineligible for that week (through Sunday) and will NOT be taken off the ineligible list until the next weekly eligibility check.**

ACTIVITY TRIPS

When field or school-related trips are planned, all students must go and return on school buses, unless other school-approved arrangements are made. School-approved arrangements may be made with the sponsor/activities director for students to go to or return from an activity with their parents. Students must be in good standing (i.e., meet scholastic and eligibility requirements per the district's Activities Participation Policy) in order to participate.

JR. /SR. PROM

The prom is limited to juniors, seniors, and their dates. Freshman and sophomores are allowed to attend only as guests of a junior or senior. The sponsors and administration must approve all dates who are not members of the current junior or senior class. No guests over the age of 20 years old will be approved to attend. **Students must be in good standing in order to attend the prom.**

ROYALTY

Students are eligible for royalty according to the following guidelines (excluding Mr. and Miss Western Heights):

1. Coronation of a king and queen for all sports is to be conducted at a home game or special assembly as desired by coach and team.
2. A boy or girl who has been selected as a king or queen for one sport WILL NOT BE ELIGIBLE to serve as king or queen for another sport. This also applies to music organizations. A listing of the current year's royalty will be kept in the office.
3. Attendants (not crowned) cannot be attendants in more than two sports or organizations.
4. Eligible player escorts must be participating in the sport they are representing.
5. A king/queen coronation will be decided by vote of the member organizations. Only faculty members/sponsors/coaches may tabulate votes.
6. ALL participants must be in good standing.

MR. AND MISS WESTERN HEIGHTS LEADERSHIP AWARD

Beginning in January the Student Council faculty sponsor(s) will solicit nominations from the high school faculty for the Mr. and Mrs. Western Heights Leadership Award. To earn a spot on the initial ballot, a student must meet the following minimum requirements:

1. Two faculty nominations
2. Been a WHHS student since their sophomore year
3. GPA of 3.0
4. Eligible in all classes during entire voting process
5. Involvement in 3 school activities during their high school career
6. Submission of a resume and candidacy paperwork by stated deadline
7. Submit to an interview with teachers/staff/administration to determine interest

Upon completion of the above, an initial ballot will be presented to the senior class with the names of all qualified nominations. The boy and girl receiving the top five votes each will move on to the final ballot. (Escorts must meet the same requirements listed above.)

The final vote will be determined through a school-wide election. Faculty will not be permitted to vote at this time. However, to value faculty input in the process, each initial faculty nomination will be multiplied by 5 and that number added to the tally of the respective 10 candidates on the final ballot. The winners will be recognized in a school-wide assembly in a timely manner after the final vote.

CLUBS AND SPONSORS

An active club shall consist of no fewer than ten members at the end of the first block (nine-week period) of the school year. In accordance with Title 25 O.S. § 2001, et seq, the Parents' Bill of Rights Act, parents or legal guardians have the right to opt out of clubs or activities. Please fill out the form and return to your child's school site to exercise this right.

An opt out form may be obtained from the front office of each school or on the Western Heights Website:

<http://www.westernheights.k12.ok.us/schools/high-school/high-school-clubs/> <http://www.westernheights.k12.ok.us/schools/middle-school/middle-school-clubs/>

SECTION VIII - STUDENT CONDUCT AND DISCIPLINE

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies and state law during the time the child is in attendance or in transit to or from the school or any school function authorized by the school district or classroom presided over by the teacher. (70 O.S. § 6-114)

CLASSROOM DISCIPLINE

Student discipline is designed to correct misconduct and allow students to practice behaviors that lead to character development and responsible citizenship.

DISCIPLINE PROCEDURES

To establish and maintain effective classroom management, faculty members are charged with enforcing all school rules. Students who violate school rules will be subject to corrective action. Corrective action will begin at the classroom level. Teachers will provide a syllabus outlining specific behavior interventions and consequences used in their classroom.

The administration ALWAYS reserves the right to impose consequences as necessary and as determined by individual circumstances.

Office Referrals

Office referrals will be written for violations of school rules or policies. Following are some of the offenses for which office referrals may be written:

Bullying

Gang-Related incidents

Threats

Excessive misconduct

Extreme profanity

Extreme disrespect

Extreme defiance

Extreme insubordination

Class truancy

Leaving campus

Unauthorized sales

Gambling

Fighting/Battery

Alcohol/Drugs/Tobacco

Unauthorized use of Electronic Devices

Misuse of technology

Sexual misconduct/harassment

Arson

Theft

Vandalism

Weapons

Office referrals will result in the administration imposing consequences as necessary and as determined by individual circumstances. Possible consequences may include after-school detention, ISS, Short Term Suspensions and/or Long Term Suspensions.

Any criminal and/or illegal conduct will result in police contact and prosecution to the fullest extent of the law by the school district and/or its representatives

IN-SCHOOL SUSPENSION (ISS)

Administrators will determine which students require ISS and for what length of time. The ISS coordinator will issue student work and return the completed work to teachers to be graded. While in ISS, a student is not counted absent. Students assigned to ISS will NOT be allowed to participate in extracurricular activities for the duration of the ISS assignment without principal approval. **Any student not abiding by the rules set by the school administration and ISS coordinator will be subject to disciplinary action at the discretion of the administrator.**

SUSPENSION OF STUDENTS PRE-K-12 (BOARD POLICY 4.100)

It is the policy of the Board of Education that the superintendent or designee may suspend from school a student whose conduct disrupts the academic atmosphere of the school, endangers or threatens fellow students, school personnel, or persons rightfully and legally on school premises, breaks criminal law, damages the property of another, is guilty of immorality, or has been adjudicated as a delinquent, or other acts specifically outlined in the regulations. Any student who violates the policies or regulations of the school may be suspended up to the remainder of the current semester and the succeeding semester, or up to one (1) calendar year for violation of the Gun-Free Schools Act.

It is the policy of the Board of Education that every effort be made to retain children in school. As such, the Superintendent or designee, after it has been determined that the student committed the act(s) charged, but prior to a determination of punishment, shall consider every available in-school alternative to out of school suspension.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for the appeal of suspensions. Students suspended for periods greater than ten (10) days shall be provided the right to appeal such suspension to the board of education. Students suspended for periods of ten (10) days or less (short term) may appeal such suspension to the suspension appeal committee as outlined in the following regulations.

It is the policy of this school district to comply fully with Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, in transit to or from school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation, or while on or within two thousand (2,000) feet of public school property will be removed from school for not less than one full calendar year. Any student accused of this offense will be

afforded due process in accordance with the long term due process procedures described later in the regulations. Any student found to have violated the Gun-Free School Act who has been suspended for one full calendar year may have the case reviewed by the superintendent of schools who has the authority to modify the length of suspension on a case by case basis. Firearms are defined in the addendum. The District shall report any such cases to the State Department of Education within two weeks of each incident.

EXCEPTION - Nothing in this section shall apply to a firearm that is lawfully stored inside a locked vehicle on school property, or if it is for activities approved and authorized by the local education agency and the local education agency adopts appropriate safeguards to ensure student safety. **POLICY REGARDING CRIMINAL JUSTICE SYSTEM REFERRAL**

(1) IN GENERAL - No funds shall be made available under this Act to any local education agency unless such agency has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school served by such agency. The Western Heights School District will require referrals to the above noted agencies when any student brings a firearm or weapon to school. (2) DEFINITION - For the purpose of this subsection, the term "school" has the same meaning given to such term by section 921 (a) of title 18, United States Code.

Any student 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 a person who is volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the district superintendent on a case-by-case basis.

STATUTORY AND REGULATORY PROVISIONS REGARDING DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be afforded all procedural safeguards with respect to discipline procedures, in compliance with The Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

REGULATIONS

In accordance with the policy of the Board of Education, the following regulations shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals who shall exercise his/her discretion as to the length of time of the suspension.

1. Any student may be suspended after having been adjudicated as a delinquent, and/or for acts of immorality, violations of law, school policy or regulation, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, school personnel, or other persons rightfully and legally on school premises, or damages property (listed in the addendum).
2. Any student who has been suspended for a violent offense directed at a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.
3. No student shall be suspended without due process. Due process will be defined in the addendum of this policy.
4. A suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act, which provides suspension for at least one calendar year.
5. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian shall be informed before a student is released from school.
6. IMMEDIATE REMOVAL: The principal may immediately remove from school premises any student whose presence poses a continuing danger or threat to persons or property.
7. For days of suspension, the parent/guardian shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The student's education plan shall consist of the following: The parent/guardian may request work given by teachers in the core subject areas as defined by law (English, mathematics, science, social studies and art) and it will be collected by the counselor's office to be picked up by the parent/guardian. The student may complete the work in an attempt to "keep up" with his/her classes during the time of suspension.
8. Students shall be allowed to "test out" of all core subject areas and given credit for the course when they complete their plan of instruction, and pass the Oklahoma proficiency Test or the final exam for the course with 70% proficiency. Based on the successful completion of the plan of instruction and based on the district's offering of the specific course during the scheduled time for readmission of the suspended student, said student may be allowed to take the course final for credit if passed at 70%. The opportunity to "test out" will be provided at the end of each quarter each school year. Suggested readings and copies of the objectives will be given to students and parents upon request.

9. Students must return to school on the very next school day following the end of the term of suspension. Students who violate this clause will be subject to further disciplinary action and may be reported to the District Attorney's office for truancy prosecution.
10. Procedural steps to suspension:
 - A. PROBATION - A student may be placed on probation (e.g., behavior contract, parent shadowing, restricted class movement, etc.) with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
 - B. A student may be suspended from school for up to a ten (10) day period by the principal. The student may be suspended with or without notice of probation. Both the student and the parent(s) shall be notified of the suspension, the reasons thereof, and the right to appeal the suspension to the suspension appeal committee, whose decision is final. Unless the immediate removal of the student is deemed necessary, no short term suspension which prevents a student from taking final or major exams or assignments, graduating, or completing his/her course of study within the normal time shall become effective unless and until all due process hearing procedures for long term suspension are met.
 - C. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. The student may be suspended with or without notice of probation. Both the student and the parent(s) shall be notified of the suspension, the grounds of same, and the right to appeal the suspension to the Board of Education.
 - D. If the evidentiary hearing officer upholds the proposal for a long-term suspension, the student, parent or guardian may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal to the Board of Education.
11. APPELLATE PROCEDURES - Any student or parent(s) or guardian of a student who has been suspended, may appeal in writing any short term or long term suspension to the superintendent. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), or guardian(s) shall notify the superintendent as soon as possible or within three (3) school days of their intent to appeal the suspension or notice of intent to suspend the student.
 - B. Upon receiving notice of a student's, parent(s), or guardian(s)' intent to appeal, the superintendent's office shall notify the principal who shall advise the suspension appeal committee (short term), or the clerk of the board in the case of a long term suspension appeal. The appeal shall be heard within three (3) school days (short term) or ten (10) school days (long term) from the date the notice of intent is filed with the superintendent. A decision shall be rendered within five (5) school days of the hearing.
 - C. The superintendent or his/her designee, at his/her discretion, may or may not permit the suspended student to attend classes pending the outcome of the appeal.
 - D. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross-examine opposing witnesses, and offer other evidence in his/her behalf including the student's own testimony. The student shall have the right to remain silent without inferring guilt or innocence.
 - E. The suspension appeal committee (short term) or Board of Education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five (5) school days of a decision.
 - F. Appeal for reinstatement. Students who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, at his/her discretion, schedule an informal hearing with the student and respective principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education.
12. A suspension appeal committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

Notes: 70 O.S. §24-102 states that a student who has been suspended from public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

No school board, administrator or teacher may be held civilly liable for any action taken in good faith which is authorized by state law (70 O.S. §24-101.3).

No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exemption to a nonviolent offense or convicted as an adult of an offense defined in Section 571 of Title 57 of the Oklahoma

Statutes as an exception to a nonviolent offense or who has been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students or faculty. Until the school in which such student subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or faculty, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting. If the school provides education services to such student at a district school facility, the school shall notify any student or faculty victims of such student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided such victim notifies the school of the victim's desire to refrain from contact with the offending student.

According to the provisions of 70 O.S. 70 § 24-100.6, students who have been victims of any offense subject to the Juvenile Sex Offender Registration Act, as well as the siblings of these student victims, have the right to be kept separated from the student offender both at school and during school transportation. Upon notice from the Office of Juvenile Affairs or other juvenile bureau, the school district shall notify the victim and parent/guardian of their right to be separated. If the victim requests to be separated from the offender, the school district shall take appropriate action to follow the provisions of this law. The decision of the victim shall be final and not reversible, the offender, upon the request of the victim, shall not attend any school attended by the victim or a sibling of the victim or ride on a school bus on which the victim or a sibling of the victim is riding. The offender shall be permitted by the school district to attend another school within the district in which the offender resides, provided the other school is not attended by the victim or sibling of the victim. If the offender is unable to attend another school in the district in which the offender resides, the offender shall transfer to another school district pursuant to the provisions of the Education Open Transfer Act. The offender or the parents of the offender, if the offender is a juvenile, shall be responsible for arranging and paying for transportation and any other cost associated with or required for the offender to attend another school or that is required as a consequence of the prohibition against attending a school or riding on a school bus on which the victim is attending or riding. However, the offender or the parents of the offender shall not be charged for existing modes of transportation that can be used by the offender at no additional cost to the school district.

ADDENDUM

The definition of "days" in this policy shall mean schooldays.

Firearms: Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Include firearms of any kind (operable, loaded or unloaded), including, but not limited to zip, pistol, rifle, shotgun, starter gun, explosive propellant, or destructive device. This **excludes** toy guns, cap guns, BB guns, and pellet guns.

Other weapons possession: Any instrument or object deliberately used to inflict harm on another person or used to intimidate any person. Included in this category are knives of any kind, chains (any not used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length, metal or otherwise, not being used for the purpose for which it was intended), razor blades, or similar kinds of instruments, ice picks, dirks, or other pointed instruments (including pencils and pens), nunchucks, brass knuckles, Chinese stars, billy clubs, tear gas guns, or electrical weapons or devices (stun guns). **This definition includes toy guns, cap guns and pellet guns.**

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

"Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone, any other wireless telecommunication 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.

DUE PROCESS FOR SHORT TERM SUSPENSION:

Before the principal assigns a student a short term suspension, the administrator will afford the student due process. The elements of short term due process are as follows:

- 1) The student will be given written notice of the charges which specifically state the rule or regulation the student allegedly violated.
- 2) The student will be given a written explanation of the evidence which identifies the specific facts and circumstances of the incident and forms the basis for the charge.
- 3) The student will be given the opportunity to present his/her side of the story to the principal.

Requirements one through three (1-3) can be satisfied by discussion immediately after the alleged misconduct occurs in which the student is told, and shown in writing, what he/she is accused of doing, what the factual basis of the accusations are, and then given the opportunity to explain his/her version of the facts. The required written notice will be set forth on the "Notice of Short Term Suspension." A copy of the completed form will be given to the student at the time of suspension, and a copy will be provided to the parents.

- 4) Students and their parent(s) or guardian(s) shall be informed of their right to an appeal and may request (from the superintendent) an appeal before the suspension appeal committee.

If the student, parent, or guardian disagrees with the decision of the principal, an appeal hearing shall be held before the suspension appeal committee within three (3) school days after intent to appeal has been filed with the superintendent. The committee will determine the facts of the case, the guilt or innocence of the accused, and render a decision to sustain, amend, or reverse the decision of the principal. A decision shall be rendered within five (5) school days of the hearing. The committee shall report its findings and decisions in writing to the principal, parents, or guardians, and the superintendent. The decision of the committee shall be final. Prior to the appeal hearing before the committee, both student and the parent or guardian shall be advised in writing of the following:

1. The charges, specifically identifying the rules allegedly violated and stating the length of the proposed suspension.
2. The identity of any affidavit, statement or other document the school plans to introduce as an exhibit. (Parents have a right to inspect evidentiary documents within a reasonable time before the hearing.)
3. The time, date and location of the hearing.
4. The procedures to be followed at the hearing.
5. An explanation of the evidence, summarizing the facts of the incident which forms the basis of the charge.
6. The right to be represented by a person of their choosing (this may be an attorney).
7. The right to confront and cross-examine adverse witnesses who give oral testimony at the hearing.
8. The right to present affidavits, statements from witnesses and other documentary evidence on behalf of the student.
9. The right to remain silent.
10. The right to an impartial suspension appeal committee.

Any student or parent(s) or guardian of a student who has been suspended, may appeal in writing any short term suspension to the superintendent.

SHORT TERM SUSPENSION

Short term suspension, ten (10) or less school days, can be given students for the following itemized violations commensurate with the severity of the violation. Students may be suspended from school for any of the following, whether school is in session or not in session, or whether in transit to or from school, or whether or not under the supervision of school personnel, either at school or school related activities or away from school, including designated school bus stops:

1. Creating or attempting to create a classroom disturbance.
2. Disobeying school personnel willfully and openly.
3. Using profanity or vulgar or inappropriate language or expressions.
4. Defying any school personnel's authority.
5. Fighting, or assault and battery on another student or person.
6. Inciting, encouraging, prompting, or participating in attempts to interfere with the normal education process.
7. Intentionally causing damage to school property, property belonging to school personnel while on school property or off school property, or property of students.
8. Continued absenteeism from school, including repeated tardiness.
9. Persistently violating the rules and/or regulations of the school.
10. Use or possession of tobacco products (including electronic cigarettes) on the school grounds, school sponsored activities, or school buses.
11. Stealing school-owned property or property belonging to school employees or students; larceny, or possession of stolen property.
12. Misuse of a wireless telecommunication device (see Board Policy 4.400, "Wireless Telecommunication Devices.")
13. Flashing, etching, or displaying gang and/or cult signs or symbols. Solicitation, recruitment or promotion of gangs, satanic cults, or other secret societies. Writing of gang signs, graffiti or other gang cult signs or symbols on any school property, or any other surfaces at school or school related activities or in transit to and/or from school.
14. Violation of the Dress Code.
15. Any form of harassment, intimidation, threatening behavior, and/or bullying, including but not limited to religious, racial, disability, or sexual harassment. Such acts include any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person would know to potentially harm another person, damage another person's property, place another person in reasonable fear of harm, or insult/demean any person or persons in such a way as to disrupt or interfere with

the school's educational mission or the education of any student. (See Board Policy 4.120, "Bullying Prevention," Policy 3.100, "Non-Discrimination," Policy 2.300, "Sexual Harassment," and 5.500, "Jet Net Acceptable Use Policy.")

16. Breaking criminal law.
17. Acts and/or behaviors deemed by administration inappropriate and/or socially unacceptable for the school setting, especially those of a sexual nature.
18. Failure to identify one's self upon request by appropriate school authorities (teachers, substitutes, support personnel, administrators, etc.).
19. Acts jeopardizing the safety, health or well-being of others.

DUE PROCESS FOR LONG TERM SUSPENSION

Before a long-term suspension takes effect, (or short-term suspension which prevents a student from taking final exams, graduating or completing his/her course of study within the normal time) the student is entitled to a hearing to determine the facts of the case and for the Hearing Officer to determine the guilt or innocence of the accused student. Prior to the due process hearing, both the student and the parent will be advised in writing of:

1. The charges, specifically identifying the rules allegedly violated and stating the length of the proposed suspension.
2. The identity of any affidavit, statement or other document the school plans to introduce as an exhibit. (Parents have a right to inspect evidentiary documents within a reasonable time before the hearing).
3. The time, date and location of the hearing.
4. The procedures to be followed at the hearing.
5. An explanation of the evidence, summarizing the facts of the incident, which forms the basis of the charge.
6. The right to be represented by a person of their choosing (this may be an attorney).
7. The right to confront and cross-examine adverse witnesses who give oral testimony at the hearing.
8. The right to present affidavits, statements from witnesses and other documentary evidence on behalf of the student.
9. The right to remain silent.
10. The right to an impartial Hearing Officer.
11. The proper appeal procedure if the student is found guilty.

The written notice required by this section will be set forth on the Notice of Proposed Long-Term Suspension. Any student or parent(s) or guardian of a student who has been suspended, may appeal in writing any short term suspension to the superintendent.

LONG TERM SUSPENSION

A long term suspension is any suspension which exceeds ten (10) school days and may extend to the remainder of the current semester or to the end of the next succeeding semester. Students are subject to long term suspension from school for any of the following, whether school is in session or not in session, or whether in transit to or from school, or whether or not under the supervision of school personnel, either at school or school related activities or away from school, including designated school bus stops.

1. Repeated use of profanity or vulgar language or expressions.
2. Repeated defiance of the school personnel's authority.
3. Repeated fighting, assault and battery on another student or person, burglary, and robbery.
4. Possession or use of any dangerous weapon or replica of a dangerous weapon (See also the Gun-Free School portions of this policy); possession of a dangerous weapon while on or within two thousand (2,000) feet of public school property.
5. Possession or being under the influence of an alcoholic beverage.
6. Inciting, encouraging, prompting, or participating in attempts to interfere with the normal education process.
7. Sexual misconduct including rape or attempted rape.
8. Intentionally causing damage to school property, property belonging to school personnel while on school property or off school property, or property of students: vandalism, or malicious mischief.
9. Arson or attempted arson, extortion, or blackmail.
10. Striking or verbally abusing a district employee.
11. Distribution, use, possession, or being under the influence of marijuana or a controlled dangerous substance or counterfeit drug or substance or drug paraphernalia at school or school event; possession of a controlled dangerous substance while on or within two thousand (2,000) feet of public school property.
12. Stealing school property or property belonging to school employees or students, larceny, theft, or possession of stolen property.
13. Use of inhalants.
14. Misuse of a wireless communication device (see Board Policy 4.400, "Wireless Telecommunication Devices.")

15. Flashing, etching or displaying gang or cult signs or symbols. Solicitation, recruitment or promotion of gangs, satanic cults, or other secret societies. Writing of gang signs, graffiti or other gang cult signs or symbols on school books, lockers, school property, or any other surface.
16. Repeated violation of the Dress Code.
17. Repeated violation of school rules and/or regulations.
18. Failure to identify self to appropriate authorities in crisis situation (a crisis situation includes a disturbance which would disrupt the educational process or jeopardize the safety of individuals).
19. Commission of any act which would be a felony or crime of moral turpitude under state or federal law if committed by an adult.
20. Any form of harassment, intimidation, threatening behavior, and/or bullying, including but not limited to religious, racial, disability, or sexual harassment. Such acts include any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person would know to potentially harm another person, damage another person's property, place another person in reasonable fear of harm, or insult/demean any person or persons in such a way as to disrupt or interfere with the school's educational mission or the education of any student. (See Board Policy 4.120, "Bullying Prevention," Policy 3.100, "Non-Discrimination," Policy 2.300, "Sexual Harassment," and 5.500, "Jet Net Acceptable Use Policy.") 21.
Breaks criminal law.

SEXUAL HARASSMENT

Western Heights Board of Education Policy 2.300 addresses sexual harassment. Students should see their principal or counselor if there are questions or concerns in regard to this matter. Under no circumstances will sexual harassment be tolerated; swift disciplinary action will be taken against any student found to be in violation of the policy.

BULLYING (BOARD POLICY 4.120)

The Western Heights Board of Education is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. Western Heights Public Schools prohibit any form of bullying, intimidation, threatening behavior or harassment, including religious, racial, disability or sexual harassment and/or violence. **Definitions**

"Bullying" is defined as aggressive, intimidating behavior. Bullying can be physical, verbal, emotional or sexual. Bullying is carried out repeatedly over time. Bullying can be an early warning sign for further anti-social, aggressive and increasingly violent behaviors.

"Harassment" consists of verbal or physical conduct/discrimination relating to an individual's religion, race, gender, disability or general physical appearance.

"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.

"Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to a telephone, a cellular telephone or other wireless telecommunication device, or a computer, 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, threatening behavior or bullying at school.

For purposes of this policy, bullying, intimidation, threatening behavior and/or harassment (also collectively referenced as "bullying" for brevity within this policy) consists of verbal or physical conduct of an aggressive or threatening nature, including any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another person, damage another person's property, place another person in reasonable fear of harm to the person or damage to the person's property, or insult or demean any person or persons in such a way as to disrupt or interfere with the school's educational mission or the education of any student when:

- The conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment;
- The conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
- or
- The conduct otherwise adversely affects an individual's learning opportunities.

Bullying, intimidation, threatening behavior and/or harassment will not be tolerated under any circumstances. This includes behavior on school premises and/or non-school property if the affected student is at any school-sponsored, school-approved or school related activity, event or function (i.e., field trips or athletic events) where students are under the supervision of staff, including students in school vehicles and at designed school bus stops.

Examples of Prohibited Behavior:

Name calling, slurs, pushing, crowding, hitting, pinching, teasing, telling mean jokes about someone, threatening to harm someone, coercion, taking things without permission, hazing, making fun of someone's appearance, continuing to tell discriminating

jokes around someone after he/she has asked the person to stop, spreading rumors about someone, making fun of someone's philosophical beliefs, or stalking.

Reporting Procedures

Reporting bullying to school staff is encouraged. Anyone may report bullying to any staff member. The staff is required to act immediately on all reports and to communicate the incident to the school building administrator. All staff will strive to maintain confidentiality of any student, victim or witness who reports bullying. The school staff will also respect the confidentiality of the accused student. Any disclosure of reported information, including the identity of any students involved, will be made only to individuals involved in the school's response to the incident.

The Western Heights School District will not tolerate retaliation for reporting bullying. School staff will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies or assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment, whether physical or verbal.

Investigation

The school administrator will act to promptly investigate all complaints, formal or informal, verbal or written, and to promptly take appropriate action to protect individuals from further bullying. All reports of bullying will be documented.

In determining whether alleged conduct constitutes a violation of this policy, the administrator will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidences occurred. Whether a particular action or incidence constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances in order to ascertain the severity of the incident(s) and their potential to result in future violence.

When necessary background information has been obtained, parents/guardians of both victims and perpetrators will be notified.

Corrective Action

School administrators will take corrective action to immediately stop the bullying and prevent recurrence. Students who are found to have violated this policy will be subject to disciplinary action in accordance with Board of Education Policy 4.100, Suspension of Students. Other related school board policies include policy 3.100, "Non-Discrimination," Policy 2.300, "Sexual Harassment", and Policy 5.500, "Jet Net Acceptable Use Policy". Progressive forms of discipline will be administered. Other corrective actions may be implemented, such as: increased adult supervision, close monitoring of all parties involved, additional support for the victim (such as counseling), ongoing instructional intervention, and a recommendation that available community mental health care options be provided to the perpetrating student, if appropriate.

Pursuant to such corrective action, the school/district may request the disclosure of any information concerning students who have received mental health care that indicates an explicit threat to the safety of students or school personnel, provided that the disclosure of the information does not violate the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), or any other state or federal laws regarding the disclosure of confidential information.

According to the provisions of 70 O.S. 70 § 24-100.6, students who have been victims of any offense subject to the Juvenile Sex Offender Registration Act, as well as the siblings of these student victims, have the right to be kept separated from the student offender both at school and during school transportation. Upon notice from the Office of Juvenile Affairs or other juvenile bureau, the school district shall notify the victim and parent/guardian of their right to be separated. If the victim requests to be separated from the offender, the school district shall take appropriate action to follow the provisions of this law. The decision of the victim shall be final and not reversible, the offender, upon the request of the victim, shall not attend any school attended by the victim or a sibling of the victim or ride on a school bus on which the victim or a sibling of the victim is riding. The offender shall be permitted by the school district to attend another school within the district in which the offender resides, provided the other school is not attended by the victim or sibling of the victim. If the offender is unable to attend another school in the district in which the offender resides, the offender shall transfer to another school district pursuant to the provisions of the Education Open Transfer Act. The offender or the parents of the offender, if the offender is a juvenile, shall be responsible for arranging and paying for transportation and any other cost associated with or required for the offender to attend another school or that is required as a consequence of the prohibition against attending a school or riding on a school bus on which the victim is attending or riding. However, the offender or the parents of the offender shall not be charged for existing modes of transportation that can be used by the offender at no additional cost to the school district.

Professional Development

Training will be offered on an annual basis to provide education and to enhance staff skills for responding effectively to bullying and related behaviors.

The Safe School Committee shall study and make recommendations to administration regarding possible strategies for students, professional development needs of faculty, and other requirements as specified in 70 O.S. § 24-100. The Safe School Committee shall review the list of bullying prevention programs approved by the State Department of Education and present its selection to the Board of Education for district-wide implementation by November 1, 2002.

SECTION IX - SCHOOL GROUNDS, FACILITIES, AND SECURITY

SEVERE WEATHER

Should it become necessary to close school because of bad weather, the school district asks that parents follow these steps to find out whether school will be in session:

- Turn on the television to one of the three major network channels.
- Like the district Facebook page, or follow us on Twitter.
- Do not call the school, school officials, or radio or TV stations. These lines must be kept open.
- The superintendent's goal is to reach a decision by 6 a.m. and notify media if school is to be cancelled.
- When a big winter storm hits in the afternoon, the snow day announcement may be on the 10 p.m. news.
- When severe weather develops during the school day, students will only be dismissed to parents and/or guardians.
- In order to avoid confusion, the television stations are not called when school will be in session as usual.
- School buses will not be loaded in the event of threatening weather at dismissal time until the immediate threat has passed.

TORNADO PROCEDURES POLICY

During school hours:

School sites with students will NOT be open to the public during school day hours. If severe weather threatens, parents may choose to check out their students early from school. Students WILL be listed with an absence for the time missed as required by State law; there will be no penalty, however, from the school.

Weather and conditions are monitored very closely by administration during severe weather. Once weather conditions become “dangerous”, it will be determined by local administration whether to hold students rather than transport or whether to move students and staff into safe rooms and/or secure areas of the building. If students and staff are moved into safe rooms and/or secure areas, the site principal will determine at what point the building then goes into “tornado-safe lockdown.” **At the point of “tornado lockdown”, no one will be allowed to enter or leave the building and school phones will not be answered because staff will have moved into safe rooms/areas as well.**

The automated call system will be used to keep parents/guardians advised of the situation and the status of release for the day. Parents/guardians should keep the district aware of the most current phone numbers to be used in the district’s call system.

Outside of school hours:

The Western Heights School District is fortunate, due to the passage of bond issues by the patrons of the District, to have secure buildings, safe rooms or access to safe rooms at all school sites in the district. Because of the community support of the school district, it is the desire of the Board of Education to open to the public certain district sites when dangerous weather is imminent. Annually, the district will determine which sites will be used for public access and make those available to the public with the following guidelines/restrictions:

- Doors at the designated sites will be opened ONLY when officials have determined “tornado precautions must be taken.” Sites are NOT open for tornado “watch” or “warning” status. If sirens are sounded, the sites will be opened.
- NO animals, (except designated service animals) even if crated, will be allowed inside the school sites. A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. All animals should be placed in the safest areas possible at patrons’ homes—the school sites are for HUMAN access only.
- The public will be asked to remain in designated areas as decisions are made as to whether or not to move to safe rooms.
- Anyone “off limits” in the building, will be required to leave. Anyone displaying disorderly conduct or inappropriate behavior will be required to leave.
- The district assumes no liability or responsibility for loss, accidents or injuries to those offered public access to the buildings during weather conditions requiring shelter.

ROUTINE DRILLS

Fire/severe weather/emergency evacuation/lockdown drills will be held throughout the year. Complete instructions will be given to each teacher concerning the procedures. Students shall follow teacher instructions.

Bus evacuation drills will be held at regular intervals throughout the school year to acquaint the student with the safest, quickest manner to exit the bus in an emergency.

ASBESTOS

The U.S. Environmental Protection Agency (EPA) has required that all public and private schools buildings for the presence of asbestos, and to further to develop a Management Plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. Plans are on file at the Administration building

BUS TRANSPORTATION

Bus rules have been formulated to provide safe and efficient transportation of pupils to and from school and/or related activities. Transportation on WH buses is a privilege. The bus drivers give specific rules. The driver will report any violation of these rules to the respective principal for action. Any bus ticket will result in action deemed appropriate by the principal. Any violation deemed flagrant or of a serious nature may result in loss of bus riding privileges for one week, for the balance of the current semester, or for the remainder of the full academic year. A student receiving a ticket must have it signed by a parent before he/she can resume riding the bus.

SCHOOL BUS RULES IMPORTANT FOR SAFETY

- While waiting for the bus, stay away from the road and traffic. Pay attention to the traffic moving toward and past you.
- When the school bus approaches, line up away from the road. Wait until the bus has stopped and the door opens before you step in.
- When you step onto the bus, use the handrail.
- Once on the bus, find a seat and sit down. Do not distract the driver.
- Never put your head, arms, or hands out of the window.
- Keep books or bags out of the aisle. Aisles must be kept clear in case of an emergency.
- Wait for the bus to stop completely before you get up from your seat. When exiting the bus, use the handrail.
- If you have to cross the street in front of the bus, walk at least ten (10) feet ahead of the bus along the side of the road, until you can turn around and see the driver. Make sure the driver can see you and wait for a signal from the driver before you cross the street. When the driver signals, walk across the road, keeping an eye out for moving traffic.
- Stay away from Danger Zones around the bus. The most dangerous areas are near the front and rear wheels of the bus. If you drop something near the bus, DON'T pick it up. The driver may not see you. Tell the driver and follow his/her instructions. Do not walk close to the bus again, the driver may not see you.
- **Students are to ride only those buses that they have been assigned to ride. Students must get on and get off at their assigned pick-up and drop-off points. No High School student is to ride a MIDDLE SCHOOL bus. If a student needs to ride a different bus, the parent must notify in writing, or by phone, a principal or the transportation director for special permission. Failure to receive special permission may result in disciplinary action by the administration.**

CLOSED CAMPUS

Students must report to the building (no lingering in the parking lot) upon arrival on campus. Students who are checked out must leave campus and are not permitted to attend on-campus events or school functions unless participation is approved in advance by the building administration. If a student does not check in or out properly, absences caused will be considered as “**undocumented**” and disciplinary action will be taken.

- **NO ONE WILL BE PERMITTED TO LEAVE THE SCHOOL GROUNDS TO EAT LUNCH**
- **ANY PERSON WANTING TO CHECK OUT A STUDENT MUST DO SO IN PERSON IN THE FRONT OFFICE.**

STUDENT PARKING

ALL vehicles parked on Western Heights' school property are subject to “search and “seizure” investigation by the Oklahoma City Police Department, and/or school administration if “probable cause” is suspected in the violation of any weapons, stolen goods, alcohol, or controlled dangerous substances policies. Students bringing any type of motor vehicle to school must abide by the following regulations:

- **All** vehicles must be registered and display current decal on lower left hand (driver's) side windshield.
- Parking is strictly limited to areas designated for students. Do not park in fire lanes, by hydrants, behind the cafeteria, or in handicapped spaces (unless documented).
- All students must be licensed and covered by insurance. The school is **not** responsible for vehicles or contents; therefore, vehicles should be locked and secure.

- No reckless or dangerous driving – **SPEED LIMIT ON CAMPUS IS 10 MILES PER HOUR.**
- **Playing loud music, or music with expletive or profane lyrics while on school grounds is prohibited.**
- **Students may not go to their vehicles without permission from the office. Students are not permitted to sit in vehicles at any time during the school day.**
- After arriving on campus, students must leave vehicles parked until school is dismissed each day. (Permission may be obtained from the office for students in case of emergency).
- Students must park between yellow lines, taking only one parking space. Do **NOT** carry passengers in the beds of pickups or flatbed vehicles.
- Do **NOT** leave or transport a fellow student off campus without a valid off-campus pass. Students are not permitted to exit school grounds through the central office parking lot on the west side of the high school.

VIOLATION OF THESE REGULATIONS MAY RESULT IN **PERMANENT** OR **TEMPORARY** SUSPENSION OF DRIVING/PARKING PRIVILEGES ON CAMPUS.

SCIENCE LAB SAFETY VIOLATIONS

Students will be informed by teachers of all safety rules and regulations regarding behavior and procedures in science laboratory settings. These rules and regulations must be strictly followed. **SAFETY VIOLATIONS IN A LABORATORY SETTING ARE SUSPENDABLE OFFENSES.**

VISITORS

Parents are encouraged to visit the school. Unless circumstances merit, **NO** other visitors will be permitted. All visitors must report to the office upon entering the building. Babies/children of high school students are not permitted as visitors. **ALL VISITORS** are to obtain and display a **VISITOR’S PASS** from the main office.

ORDERING INDIVIDUALS OFF SCHOOL GROUNDS (FROM BOARD POLICY 2.301)

Pursuant to Oklahoma School Law: To maintain order at any Western Heights institution of learning, the Chief Administrative Officer or designee shall have the authority and power to direct any person to leave the school grounds who interferes with the peaceful conduct of activities. This includes actions that directly interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school; or direct interference with administration, maintenance or security of property belonging to the school.

Any person who interferes with the peaceful conduct of activities at a school site, or commits an act which interferes with the peaceful conduct of activities, or enters the school site for the purpose of committing any act which may interfere with the peaceful conduct of activities, shall leave the site as directed. Any person who fails to do so or returns within six (6) months thereafter, without first obtaining written permission from the Chief Administrative Officer or designee, shall be guilty of a misdemeanor.

Western Heights Public Schools will provide the opportunity for a hearing to any person who has been required to leave the school site pursuant to this policy. In every circumstance, the school district’s legal counsel will deliver to the person a written notice of the order and the associated procedures for grievance, hearing, and appeal.

SECTION X - ITEMS NOT ALLOWED AT SCHOOL

The following items **ARE NOT** allowed on campus during the school day **CD/iPod/MP3 players, headsets, lasers, Game Boys, electronic games, cameras, tape recorders, televisions or any other electronic device not being used for educational purposes.** Any of the aforementioned items, unless requested by a teacher for academic purposes, will be taken from the student and returned only to a parent by a principal. Additional items **NOT allowed** are: playing cards, dominoes, dice or any other items that are commonly used for gambling. Skateboards, roller blades, or any form of scooter are also prohibited. Students may not bring blankets to school for any reason.

The following procedure will be followed at Western Heights Public Schools when a student is found to be in violation of these provisions:

- The unauthorized equipment found in the possession of a student will be confiscated by school personnel and kept in the school office until a parent or legal guardian is able to come to the school and retrieve the illegal property,
- Upon confiscation, school personnel will place the item in a secured envelope and attach an official label, receipt indicating student’s name and bring it to the office. School administrators will not be responsible for collected items.
- Each offense will be documented on the student’s disciplinary record.

- Second and subsequent offenses may result in illegal items not being returned until the end of a term or school year. Subsequent offenses may also result in a student's suspension from school.
- *** The Western Heights School District teachers or administrators are under no obligation to assist in locating and retrieving those items that are prohibited at school, should they be reported lost or stolen. This also applies to students' personal cell phones and checked out iPads. *****

WIRELESS TELECOMMUNICATION DEVICES (BOARD POLICY 4.400)

Pursuant to Oklahoma law, the Western Heights Board of Education has established and implemented rules regarding student and use of "personal technology devices." The district's intent with this policy is to allow educators/students to embrace innovation but also limit potential risks. These rules shall be in effect while said student is on school premises, while on school transportation, or while attending any function sponsored/authorized by the school.

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Students using personal technology devices before school, between classes, at lunch or after school MUST adhere to district policy and procedure for "appropriate use." In order to protect instructional time and alleviate interruptions, personal devices should be out of sight and/or turned off when entering the classroom UNLESS the teacher allows the use of the device for instructional purposes.

Teachers choosing to allow the use of personal technology devices in the classroom do so to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional "option." Integration of personal technology devices into curriculum is at the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and/or administrator may terminate students' access at their discretion. Use of personal technology devices in one classroom DOES NOT CONSTITUTE APPROVAL for use elsewhere in the building or the District.

Personal technology devices may NOT be used inappropriately for school settings. Inappropriate uses of personal technology devices include, but are not limited to:

- Making audio or video recordings and/or digital photographs (unless approved as part of a class assignment)
 - During tests, examinations, and/or assessments
 - Cheating or engaging in unethical conduct especially that which threatens academic integrity
 - Gaining access and/or viewing Internet resources/websites that are blocked by the district's content filter (The district's Jet Net acceptable use policy, Internet safety and CIPA policies apply to the use of personal technology devices on campus. This includes CIPA compliant internet filtering)
 - Invading the privacy rights of any student or employee, violating the rights of any student or staff member, bullying or cyberbullying (harassing, threatening, intimidating) any student or staff member and/or promoting or engaging in violence
 - Using a personal technology device in locker rooms, bathrooms, dressing rooms, etc.
 - Creating, sending, sharing, viewing or disseminating sexually explicit, lewd images or video content, as such acts may be a crime under state and/or federal law.
 - Disrupting the educational, learning environment
 - Attaching a non-district owned wireless access point, wireless router, or wireless bridge to the district-owned network.
 - Establishing a "mobile hotspot" or otherwise permitting use by others
 - Controlling/interfering with the operation of the buildings' systems, facilities/infrastructure or network
- Students using personal technology devices inappropriately (as deemed by the teacher/administrator) will be asked to surrender the device pending disciplinary procedures. Refusing to relinquish the device to school personnel upon request is
- "defiance of authority" and additional disciplinary consequences will be imposed.

Students & employees have no expectation of privacy when using the district's wireless network or other services; therefore, in addition, they should have no expectation of privacy when they use personal technology devices on the district's wireless network or other services. If school officials have reasonable suspicion that the use of a personal technology device has materially and substantially disrupted the school's atmosphere, the device may be lawfully searched and/or turned over to law enforcement when warranted.

Students who choose to bring personal technology devices to school do so "at their own risk." The school district assumes NO liability for any personally owned technology device. There is no assumption of liability by the district if a personal technology device is lost or stolen and administrators are under no obligation to assist in locating and/or retrieving those devices. The district reserves the right to deny network access to any user or any specific device.

FUNDRAISING ITEMS

All fundraising items must be taken home and not sold at school or on the bus.

SECTION XI – WESTERN HEIGHTS DRESS CODE AND PERSONAL APPEARANCE

DRESS CODE (BOARD POLICY 4.118)

Because a relationship between one’s appearance and behavior does exist, attire for students must be reasonable, appropriate, modest, and not distracting from the important task of learning. It is also understood that what is reasonable and appropriate is also affected/influenced by the ages and physical development levels of students; therefore, the Board of Education gives site levels (elementary, intermediate, middle school and high school) the ability to add specific details to dress codes to be approved by the Board in site level handbooks.

The wearing of the following apparel is prohibited at ALL schools and/or at school-sponsored activities for safety and security guidelines for appropriate dress:

- Attire that reveals the chest, such as net/mesh shirts, transparent blouses, shirts, or dresses
- Attire that exposes a bare midriff
- Gang dress, such as bandannas; hats or headgear; gang related jewelry; attire, symbols, or paraphernalia identified by police and/or school officials as gang related; gang related colors or color combinations, clothing causing disruptions to the school day
- Satanic cult dress and related symbols identified by police and/or school officials as cult related
- T-shirts, sweatshirts, & other clothing and paraphernalia with profanity or suggestive slogans related to the use of drugs, alcohol, sex or violence
- Halter or tube tops
- Obscene or vulgar jewelry; multi-fingered rings; spiked or ringed neck collars
- Clothing with holes above fingertip or mid-thigh must not show skin or undergarments. Shorts & skirts must be fingertip or mid-thigh length.
- Pajama type or bedtime wear, house shoes
- Jeans, slacks or pants worn below the waistline or “sagging”
- Unbuckled belts or overall straps, or belts hanging out in excess of 12 inches
- Trench coats or dusters or excessively long pants that cover the shoes onto the floor
- Sunglasses, caps, hats, or head coverings, gloves, mittens, or other hand coverings may not be worn or carried in the building during school hours
- Hair picks or rat combs may not be worn in the hair or carried on one’s person
- Pocket/wallet chains in excess of 12 inches in length. Spandex, boxer, or bicycle shorts are not permitted.
- If leggings are worn, another garment must be worn over them that is fingertip or mid-thigh length.
- Jeans or pants with rips that expose bare skin or undergarments and are higher than midway between one’s knee and the top of the thigh are not allowed.

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to comply will be grounds for disciplinary action.

CLASS TIME MISSED DUE TO DRESS CODE VIOLATION IS CONSIDERED AN ABSENCE.

ADDITIONAL HIGH SCHOOL/MIDDLE SCHOOL DRESS CODE INFORMATION

Western Heights High School prohibits the wearing of:

- Tank tops, tops that expose the back, or jerseys with international cut;
- Full camouflage attire is not permitted;
- Clothing that identifies a person as a member of any law enforcement agency (FBI, POLICE, SECURITY, DEA, etc.)
Shorts or skirts with slits that are longer than a fingers length.
- Contact lenses that hide the whites of the eye or are not normal eye colors.
- Oversized jewelry is not permitted;
- Shirts longer than fingertip length or unhemmed shirts (shirt tails and sleeves must be hemmed).

In addition, undergarments and shoes must be worn.

□

Building Administrators will determine the appropriateness of attire.

APPENDIX A

PSAT/NMSQT National Test Date for College Bound Juniors

2022 PSAT/NMSQT Administration Dates	
Primary Test Day	October 12, 2022
Saturday Test Day	October 15, 2022
Alternate Test Day	October 25, 2022
<i>Note: All dates subject to change.</i>	

Predicted Future PSAT Dates in 2023, 2024, and 2025

If you're a sophomore or younger, you might be wondering when the PSAT is offered in future years. Based on past dates, here are our predictions for when the PSAT will be held in 2023, 2024, and 2025:

Year	Regular Date	Alternative Date	Saturday Date
2023	Wednesday, October 11	Wednesday, October 25	Saturday, October 14
2024	Wednesday, October 9	Wednesday, October 23	Saturday, October 12
2025	Wednesday, October 8	Wednesday, October 22	Saturday, October 11

2022–23 School Year Test Dates

SAT Test Date*	Deadline for Registration Changes, and Regular Cancellation
Aug 27, 2022	Jul 29, 2022
Oct 1, 2022	Sep 2, 2022
Dec 3, 2022	Nov 3, 2022
Mar 11, 2023 (Digital)**	Feb 24, 2023
May 6, 2023 (Digital)**	Apr 21, 2023
June 3, 2023 (Digital)**	May 19, 2023

*Your registration options will be limited if you aren't [taking the SAT for one of its main purposes](#).

**Students taking the digital SAT who need to borrow a device from College Board will need to register and request their device earlier than the registration deadline, to allow time for international shipping.

ACT National Test Dates 2022-23

2022 | 2023

TEST DATES

REGISTRATION DEADLINES

	Regular Deadline	Late Deadline	Photo Upload Standby Deadline
September 10, 2022	August 5	August 19	September 2
October 22, 2022	September 16	September 30	October 14
December 10, 2022	November 4	November 11	December 2
February 11, 2023	January 6	January 20	February 3
April 15, 2023	March 10	March 24	April 7
June 10, 2023	May 5	May 19	June 2
July 15, 2023*	June 16	June 23	July 7

*No test centers are scheduled in New York for the July test date.

AP National Exam Dates

AP exams are given at Western Heights or Francis Tuttle. AP students must preregister to take the exams.

Week 1		
	8 a.m. Local Time	12 p.m. Local Time
Monday, May 2, 2022	Japanese Language and Culture United States Government and Politics	Chemistry Spanish Literature and Culture
Tuesday, May 3, 2022	Environmental Science	Psychology
Wednesday, May 4, 2022	English Literature and Composition	Comparative Government and Politics Computer Science A
Thursday, May 5, 2022	Human Geography Macroeconomics	Seminar Statistics
Friday, May 6, 2022	European History United States History	Art History Microeconomics

Week 2			
	8 a.m. Local Time	12 p.m. Local Time	2 p.m. Local Time
Monday, May 9, 2022	Calculus AB Calculus BC	Computer Science Principles Italian Language and Culture	
Tuesday, May 10, 2022	English Language and Composition	Physics C: Mechanics	Physics C: Electricity and Magnetism
Wednesday, May 11, 2022	Chinese Language and Culture Spanish Language and Culture	Biology	
Thursday, May 12, 2022	French Language and Culture World History: Modern	Physics 1: Algebra-Based	
Friday, May 13, 2022	German Language and Culture Music Theory	Latin Physics 2: Algebra Based	

APPENDIX B

Immunization Requirements

Guide to Immunization Requirements in Oklahoma: 2022-2023 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma. Please read the bullets below for essential information.



Age/Grade	Required immunizations with cumulative doses required	Recommended immunizations
Childcare <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ◆ 1-4 Hib (<i>Haemophilus influenzae</i> type B) ◆ 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B ■ (hepatitis B)

- The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>.
 - Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses. This does not apply to the 28 day minimum interval between doses of live vaccine not administered on the same day.
 - If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. Record that the child had the disease.
 - The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
 - It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Longer than recommended intervals between doses do not affect final immunity.
 - Children may be allowed to attend childcare and school if they have received at least one dose of all the required vaccines due for their age or grade and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are "in the process" of receiving immunizations.
 - Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.
 - Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- ★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given and type of Hib vaccine used.
- ◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov>.

Revised 4-4-2019 IMM 400

Meningococcal Meningitis

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningitis?

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is

usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may result in:

- Brain damage,
- Hearing loss,
- Limb amputation,
- Learning disabilities,
- or Death.

What types of bacteria cause meningitis?

There are several types of bacteria that may cause meningitis, including:

- Neisseria meningitidis
- Streptococcus pneumoniae, Group B streptococcal disease, and
- Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git-it- dis), which is rare but especially risky for certain ages. Disease caused by Neisseria meningitidis is usually referred to as "meningococcal disease" (men-IN-jo-kok- ul disease). Many persons can be exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks to months spreading the bacteria to others, but not become ill. If the meningococcal bacteria invade the body, they may cause a rapidly spreading bloodstream infection, lung infection or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. The risk of meningococcal disease increases for adolescents and young adults aged 15 to 22 years, because of behaviors that spread the disease. On average, two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, or other persons living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread?

The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria

may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous?

Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented?

Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

One dose of the newest vaccine type, called meningococcal conjugate vaccine, or MCV4, is recommended for:

- All adolescents 11-18 years of age
- College freshmen living in dormitories if not vaccinated previously, and
- Other people at high risk 2 through 55 years of age.

The other type of vaccine, meningococcal polysaccharide vaccine, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The MCV4 vaccines protect against the same types of meningococcal bacteria and the protection lasts longer. MPSV4 is still used for adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is the meningococcal vaccine safe?

Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work?

Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American, or
- Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine;

and for children 2 through 18 years of age who are at high risk from meningococcal disease including those

- who:
- Do not have a spleen,
- Have terminal complement deficiencies, or
- HIV infection, or
- Will be traveling to countries with high rates of meningococcal disease.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Where can I find more information? For more information, contact your healthcare provider or local county health department or visit these web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>



This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 6-1)

Western Heights Public Schools 2022-2023

Elementary “Meet the Teacher” August
16th, 4:00 PM

Bridgestone Back to School Night
August 16, 4:00 PM

Middle School Back to School Night
August 17, 4:00 PM

Parent/Teacher Conferences

Oct.11 ; April 6

4:00 p.m. – 7:00 p.m. Elementary, BS, MS

5:00 p.m. – 8:00 p.m. HS and NGC

Oct.12; April 7

8:00 a.m. – Noon

Progress Reports

When appropriate, progress reports will go home with students.

Grading Periods:

End of 1st 9 weeks: October 12th

End of 1st Semester: December 21st

End of 3rd 9 weeks: March 10th

End of 2nd Semester: May 24th

School Holidays

Labor Day September 4

Fall Break October 13-14

Thanksgiving November 21-25

Winter Holiday Dec.22 – Jan 4 (classes resume Jan 4)

MLK Day January 16

Spring Break March 13-17

Memorial Day May 29

Professional Meetings (No Classes)

Professional Days Aug 11-15, Sept 19, Feb 20

Teacher Work Days Aug 16-17, Jan 2, May 27

Parent Teacher Conference Oct 8-9, April 14-15

Daily School Schedules

Elementary (PreK – 4th) 8:15 a.m. – 3:15 p.m.

MS, Bridgestone (5th – 8th) 7:30 a.m. – 2:30 p.m. HS,

9th, Academy (9-12) 9:05 a.m. – 4:05 p.m.

Early Release Times

Elementary Sites early release each Friday at 1:45pm

Bridgestone early release each Friday at 12:45pm

Administrative Staff

Brayden Savage	Superintendent (Interim)
Cheryl Garrison	Exe. Dir. Sec. Education
Chris Culver	Dir. Curr., Inst., & Comm.
Elizabeth Williams	Dir. Assess./RSA/ELL
Dr. Jill Hilst	Dir. Spec. Services
Daryl McDaniel	Chief Inform. & Facilities Office
Alicia Price	Council Grove Principal
Stacey Miller	Greenvale Principal
Angela Houston	John Glenn Principal
Elizabeth Bean	Winds West Principal
Dr. Julie Brant	Bridgestone Principal
Michael Hawkins	Middle School Principal
Dawn Bowles	Ninth Grade Principal
Lynette Brown	High School Principal

Logon to our website: www.westernheights.k12.ok.us

Telephone Numbers

Superintendent's Office	350-3410
Greenvale Elementary	350-3470
Council Grove Elementary	350-3465
John Glenn Elementary	350-3480
Winds West Elementary	350-3475
Bridgestone Intermediate	350-3420
Middle School	350-3455
9 th Grade Center	350-3415
High School	350-3435
WH Academy	350-3485
School Lunch Programs	261-6732
Special Services	261-6730
Technology	261-6738
Transportation	261-6750
Athletics	350-3496

Western Height Board of Education

The Western Heights Board of Education meets at 7:00 p.m. on the second Monday of each month at the Administration Building, 8401 SW 44 , unless notice is given otherwise. Current members are: Robert Everman, President; Robert Sharp, Vice President; and members Linda Farley, Briana Flatley and Rosalind Cravens; Latoya Johnson, Board Clerk.

Emergency school closings will be announced on the major television stations and district social media sites.

It is the policy of the Western Heights School District to provide equal opportunities. The district does not discriminate in admission to or employment in any district education programs or activities based on race, creed, national origin, color, religion, age, gender, qualified handicap, veteran or marital status or any other status recognized by law.

Designated district coordinators are:

504 & Special Services
Jill Hilst, Dir. of Spec. Services
8401 SW 44 Street
OKC, OK 73179
405-350-3410

Follow us on Social Media for Updates and Information

District Facebook Page <https://www.facebook.com/whisd>

Each school site has its own Facebook page as well:

Council Grove (<https://www.facebook.com/whisd.cg/>)

Greenvale (<https://www.facebook.com/whisd.gv/>)

John Glenn (<https://www.facebook.com/whisd.jg/>)

Winds West (<https://www.facebook.com/whisd.ww/>)

Bridgestone (<https://www.facebook.com/whisd.bic/>)

Middle School (<https://www.facebook.com/whisd.whms/>)

High School/Ninth Grade (<https://www.facebook.com/whisd.whhs/>)

District Twitter Account www.twitter.com/wh_isd

For information about the district as well as calendar of events, visit our website.

<http://www.westernheights.k12.ok.us>

