

WE ARE WARNER

WARNER PUBLIC SCHOOL

COVID-19 PLAN

DAILY PROTOCOL

1. Parents will follow a self-monitor checklist daily before sending their child to school.
2. Staff will be stationed at every designated entrance with thermometers to check all students entering school. No one will be allowed in with a fever. This includes staff and students.
3. Students will have their temperature taken before they get on the bus. Students will be spread out on the bus. We will expect siblings and family members to sit together.
4. Hand sanitizing stations have been installed in every classroom for student and teacher use.
5. Students who have developed a temperature (99.7 or higher) during the day will be sent home that day plus a minimum of one additional day, until the student is fever free for 24 hours. Students with fever will be required to wear a mask and must be picked up immediately. When students are sent home by the nurse, she will give them a card with a minimum return date.
6. School buildings will be cleaned daily including use of aerosol misters for all solid surface decontamination.
7. Lunchroom- At Elementary, teachers will take names of students who are eating lunch as they go through line. Students will not use the keypad to enter their numbers. At high school, a duty teacher will be assigned to enter the lunch numbers as students go by.

GUIDELINES FOR BEING IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19

If a staff member or student has known close contact with an individual who has tested positive (e.g., someone in their household), they should stay home, self monitor for symptoms and be tested. The individual should not return to the school until they have been tested and/or have completed a 14 day quarantine period.

CURRICULUM

Warner Public School will offer 2 types of education, Traditional and Virtual. Traditional Education is coming to school daily. If virtual education is something you are interested in, please contact your building administrator as soon as possible.

EXTRA CURRICULAR ACTIVITIES

Warner Public Schools believes in the importance of extracurricular activities as part of the traditional school experience. Research suggests that a student's emotional and social well being is often directly correlated with exposure and participation in these activities. Our goal is to keep our students and families safe. Events will be monitored individually.

VISITORS

No visitors allowed at Warner Public School. If a parent needs to pick up a student, they must call the office and we will escort the child to your car. We will not allow outside food during the middle of the day. If lunch is sent, it must be sent first thing in the morning with the student.

MASKS

Wearing a mask will be optional but recommended for students. If a mask is worn, it must be worn properly. If a mask is worn, it must be a solid color mask without graphics.

Warner Public Schools

“Soar On Wings Like Eagles”

Superintendent – David Vinson

Warner Elementary School

1012 5TH Avenue
Warner, OK 74469
(918) 463-5171 – Option 1

Principal - Alan Gordon
Counselor - Charla Jackson

Warner Middle School

1311 North 4th Avenue
Warner, OK 74469
(919) 463-5171 – Option 2

Principal – Jeremy Jackson

High School

1311 North 4th Avenue
Warner, OK 74469
(918) 463-5171 – Option 2

Principal – Brian Hummingbird
Counselor - Misty Durrett

Warner Public Schools Board of Education

Dale Wiggins, President
Chris Thompson, Vice-President
Shirley Edwards, Clerk
Dana Cash, Member
Dusty Rogers, Member

WARNER PUBLIC SCHOOL’S MISSION STATEMENT

Warner Public Schools will strive to provide a quality educational experience in an ever-changing society while maintaining an emphasis on a traditional, caring atmosphere. This will be accomplished by fostering a partnership-based system that includes students, parents, educators, administrators, and the community as a whole.

Enrollment Requirements

Oklahoma State Law requires the following information when enrolling new students; Students will not be allowed to enroll without all of the following information.

- 1. **Birth Certificate**
- 2. **Immunization Record:**
 - a. 5 DTP (Unless the 4th dose was received after the fourth birthday)
 - b. 4 Polio (Unless the 3rd dose was received after the fourth birthday)
 - c. 2 MMR
 - d. 3 Hepatitis B
 - e. 2 Hepatitis A
 - f. 1 Varicella (Chicken Pox or History of the Disease)
 - g. 1 TDAP (7th-11th Grade)
- 3. **Parent/Guardian Contact Information:**
 - a. Cell Phone Number, Work Phone Number, Emergency Contact Number
 - b. Email Contact for Parent/Guardian

Head Start

Warner Public School houses Muskogee County Head Start. Head Start has the following programs: Infant to 3, 3 Year Old Head Start, and 4 Year Old Pre-K.

Contact to Apply: Muskogee County Head Start
540 S. 3rd St. Muskogee, OK
(918) 687 – 6611

Pre-Kindergarten

Pre-K students must be 4 years old on or before September 1st to enroll. The Pre-K program is a full-day program. The school day begins at 8:00 and ends at 3:05. There is a high demand for Pre-K. Placement is based on a first come first serve basis.

Kindergarten

Kindergarten is mandated by the State of Oklahoma. The school day begins at 8:00 and ends at 3:05. Kindergarten students must be 5 years old on or before September 1st to enroll. Our program is a full-day program.

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	vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease. 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
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Oklahoma State Department of Education

that spread the disease. On average, two or 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, and other people 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	• Vomiting • Sensitivity to light • Rash of purplish black-red dots or splotches • Confusion • Seizures
MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of, MCV4 are recommended for: • All adolescents 11-18 years of age, and • Other people at high risk 2 through 55 years of age. MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a onetime booster dose should be given at age 16 through 18 years. Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who: • Do not have a spleen, • Have terminal complement deficiencies, • HIV infection, or • Will be traveling to countries with high rates of meningococcal disease. Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose. MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in 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	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 among 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

School Day Arrival Time (Elementary School)

Students are encouraged to begin their day with breakfast which is served from 7:45 – 8:00. Students should not arrive before 7:45 when supervision begins. Students that arrive before 7:45 must check into the morning program located in the upper elementary building. Students are not allowed to arrive at school before 7:45 unless they are enrolled in the morning program. If your child arrives between 7:45 and 8:00, and they are eating breakfast they will need to go to the cafeteria. If your child arrives between 7:45 and 8:00 and is not eating breakfast, they will need to report to the library.

The only exception to this rule is Pre-K. Pre-K may report to their class between 7:45 and 8:00. They will all be escorted to breakfast with their class. The cafeteria does not serve breakfast to students Kindergarten through 5th grade after 8:00 AM. Please do not drop students off at the gates before 7:45 AM. There must be an attendant on duty. It is very important for your child to arrive at school on time. When a child is late for class it causes an interruption in instruction.

Tardy Policy: If your child arrives after 8:05am, they are considered tardy without exception. Three (3) days tardy is equal to One (1) absence.

Elementary is on an AM/PM attendance schedule.

Attendance/Tardy Rules: Students are tardy between 8:05am-8:15am and absent from 8:15am-lunch time. In the afternoon, students are tardy between 2:50pm - last bell and absent from lunch time - 2:50pm.

School Day Dismissal Time (Elementary School)

The school day at Warner Elementary School ends at 3:05 pm. All students will be dismissed at 3:05. Pre-K and Kindergarten car riders will be picked up at the west side (by the softball fields). If they have an older sibling, their sibling may be picked up there too. 1st, 2nd, 3rd grade car riders will be picked up on the south side (near the event center). If they have an older sibling, they may be picked up there also. 4th and 5th grade car riders may be picked up at the north side of the upper elementary building.

Students who ride regular route buses will be picked up from the Event Center main entrance buses are identified by colors, not numbers. Students must follow the bus policy as detailed in this handbook. Failure to do so may result in bus privileges being revoked.

Arrival Time/Dismissal Time: Middle School/High School

School Day Starts: 8:00am
School Day Ends: 3:05pm
Students Should Not Arrive On Campus Prior to 7:45am, Unless Otherwise Required

Office hours 8:00am – 4:00pm

Late Start Fridays

*****Late Start Fridays will be each Friday during the First 9 Weeks of School and each Friday during the Third 9 Weeks of School. These are professional development Fridays for staff. The school day starts at 9:00am on Late Start Fridays, buses, time on campus, breakfast all moves back 1 hour from the regular times.

Parent or Visitor Check In

All visitors are to report to the office. The staff of Warner Public Schools is always available to help serve you. Please schedule any meetings with principal, dean, or teachers in advance to insure availability. Visitors are not allowed in classrooms without permission from the principal or dean.

Because of our concern for the security of the children attending Warner Public Schools, visitors will be issued a pass upon checking in at the office. Teachers are instructed not to allow a parent into the room unless the parent has received the check-in pass.

Non Parent/Guardian - Student Checkout Procedures

Parents need to contact the school in the event the child needs to leave with someone other than his/her parent or designee and proper check-out procedures followed. Only those adults listed on pick up list, may check-out students, unless it is a hand-written request from a parent or a verifiable electronic request from a designated immediate contact. Your child’s safety is always our top priority.

Changes in Transportation

When there is a change in your child’s regular routine for after school pick up, documentation is required. Please send the note to your child’s teacher and/or building principal. When a change is made during the school day, this can cause confusion for your child as well as the teacher and staff. When notification is provided late in the day, there is a risk the message does not reach your student in time for our afternoon routes. Warner Public School’s Board Policy states that we are not allowed to receive changes over the phone. Changes to transportation must be made in writing to your student’s teacher or building principal via text or e-mail only.

Bad Weather Dismissal

The condition of the roads and streets in the Warner Public Schools transportation area is the determining factor for dismissing school due to bad weather. Announcements of cancellations will be made via television, internet (School FB Page), and phone notification system as soon as the decision is made.

In case of dismissal the following TV stations will be notified:

KOTV – CHANNEL 6, KTUL – CHANNEL 8, KJRH – CHANNEL 2, KOKI-Channel 23

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 tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause: • Brain damage, • Hearing loss, • Amputation of arms or legs, • Learning disabilities, or • Death.	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. 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 (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. Signs and Symptoms of Meningitis • Headache • Fever • Chills • Stiff neck • Extreme tiredness
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-itdis),which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, 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 for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors	

- Appropriate consequences such as withdrawal of computer privileges will arise from inappropriate usage of the Internet.

Bus/School Vehicle Policy

Students who ride school transportation to and/or from school must be enrolled on the bus through the office. Each student must follow the Bus Policy that outlines the rules for behavior while on school transportation. We encourage each rider and his/her parents to read the Bus Policy and follow the rules closely. Students who consistently fail to follow bus rules will face disciplinary action which includes the loss of riding privileges.

STAFF

- Internet usage is provided for staff for professional development and other work related purposes. Private usage should be arranged elsewhere and is permitted through the use of school property.
- Internet services should not be used for any secure business transactions, commercial activity, and official correspondence, and financial, classified or confidential information unless approved by the Technology Coordinator.
- Users should regard any mail sent via the Internet electronic mail address as potentially a public document even if it has been sent from a secure electronic mail service.
- Users should also remember that their Internet usage impacts others sharing the same resource.
- The usage of chat rooms and public forums is prohibited.
- The display of any kind of sexually explicit image or document on any school property is a violation of school policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using the school network or any computing resources.
- Warner Public Schools reserves the right to inspect any and all files stored in private areas of its network in order to assure compliance with all policies.
- Warner Public Schools will comply with reasonable request from law enforcement and regulatory agencies for logs, diaries and archives on an individual’s Internet activities.
- Downloading of software, music, games or any other extraneous files are strictly prohibited unless prior approval has been obtained from the Technology Coordinator.
- Any and all files must be approved before they are allowed to be downloaded, scanned for viruses, before being run or accessed.
- Connecting of laptops or other personal equipment to school property is strictly prohibited unless prior approval has been obtained from the Technology Coordinator.

STUDENTS THAT DO NOT RETURN THE INTERNET ACCESS AGREEMENT WILL NOT BE ALLOWED TO USE THE SCHOOL COMPUTERS UNTIL WE HAVE THE AGREEMENT SIGNED AND RETURNED.

All computers of Warner Public Schools are internet accessible and typically connected to the internet.

BUS POLICY	
Appropriate behavior on the school bus is vitally important for your child’s safety. You can imagine how difficult it is to concentrate on driving with 50 to 70 children behind you who are loud and disruptive. Because a distraction can cause a tragedy with injuries or death, we insist on good bus behavior.	
RIDING THE BUS IS A PRIVELEGE, NOT A RIGHT!!! BELOW ARE THE BUS RULES, PLEASE GO OVER THEM WITH YOUR CHILD.	
Stand back from the street while waiting for the bus. Check the bus number (color) to make sure that you get on the right bus. Do not push or shove other students while waiting for the bus. If you drop something around the bus, leave it along and tell the bus driver. Stay away from the bus wheels, as they are very dangerous. Obey the bus driver. Do not fight, push or trip other students. Talk quietly (unless the bus driver says no talking at all). Do not be rude, discourteous or annoying to others	Always stay seated. Do not stand. Do not use profane language or obscene gestures. Do not hang out of the windows. Enter and leave the bus properly. Do not destroy property. Do not tamper with bus equipment. Do not spit, litter, eat or drink on the bus. Behave in a safe, respectful way with consideration for the well-being of others – on the bus and at the bus stop
CONSEQUENCES FOR NOT FOLLOWING BUS RULES:	
1 st Bus Conduct Report- Warning 2 nd Bus Conduct Report- Off for 3 days 3 rd Bus Conduct Report- Off for 10 days 4 th Bus Conduct Report- Off for the rest of the school year Fighting can/will result in being off the bus immediately. Riders Can Be Removed At the Discretion of Administration	

Depending on the severity of the incident, immediate and/or indefinite suspension is a consequence.

Warner Public School Attendance Policy

A STUDENT MAY NOT MISS MORE THAN 9 DAYS EACH SEMESTER, BASED ON THE STATE COMPLIANCE ATTENDENCE LAWS.

- On the 10th day of absence, the student automatically fails and will receive an F on report card for all subjects in which the attendance policy was violated. Elementary Students K-8th Grade may be retained due to attendance violations and High School students will not attain credits toward graduation due to attendance violations.
- After the 9 days are used, appeals may be made to the appeals committee for extreme cases such as major surgeries, extended hospital, catastrophic illness, etc. Documentation must be provided.
- Student absences due to school-sponsored activities will not count against the 9 days.
- The office will determine which absences are for a school-sponsored activity. (10 per year).
- Common illness such as colds, strep, head lice, pink eye, and asthma are not catastrophic and are counted in the 9 days.

- It is suggested that you keep all physician documentation in the event that more than 9 days are missed, the committee can take the documentation into consideration. Physician documentation does not excuse absences; however the attendance committee will take the complete history of absences into account when determining attendance consequences.

Elementary Students - Tardy Bell rings at 8:05. The school day ends at 3:05. If the student is not in attendance by 8:15, the student will be charged ½ day absence. If child leaves before 2:50, they will be charged ½ day absence. Students arriving after 8:05 will be charged a tardy.

Section 10-105.A of Oklahoma State Statutes states “It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of seven (7) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of sixteen (16) years, and under the age of eighteen (18) years, and who has not finished four (4) years of high school work to neglect or refuse to attend and comply with the rules of some public, private or other school or, receive an education by other means for the full term the schools of the district are in session. Student absences will be reported to the District Attorney and DHS.

Record of Attendance of Pupil – School Laws of Oklahoma Section 232

It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known; and it shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. If a child is absent without valid excuse 4 or more days or parts of days within a four-week period, or is absent without valid excuse for 9 or more days or parts of days within a semester, the attendance office 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.

Reporting Absences

1. The parent/guardian must call the office the day of the absence. Report all absences to the office on or before the day of an absence.
2. Medical, court or military absence verification must be provided to the office within 5 days of the absence to be counted as verification of an absence.
3. If phone contact is not possible a written note from the parent/guardian must be provided upon the student returning to school.
4. Email or text from your student’s designated contact information (cell phone number or email account) is an alternative form of reporting an absence. Contact needs to be made before or the day of an absence.

- Programs and applications files (such as word processing documents) arriving through the Internet may contain viruses. Teachers should be aware of this and teachers or students should use appropriate virus checking programs, which are installed on all our computers to check any such material before using it on the computer.
- Computers and network resources can be slowed or stopped by users receiving very large files or numbers of files. The downloading of such files should be avoided whenever possible.

BENEFITS

- Access to services provided through the Internet will enable Warner Public School to enhance teaching and learning, to support its staff in carrying out their duties and provide another medium for supplying information.
- The Internet provides both information sources and communications with peers or experts. Information on the Internet is often the most current available.
- Teachers and students can also use the Internet collaborative learning projects to provide an audience for creative works and as a platform for learning information access skills.

RESPONSIBILITY OF USERS

STUDENTS

- Internet access is provided to students for educational purposes. Private usage should be arranged elsewhere and is not permitted through the usage of school property.
- Students should focus on the task at hand to avoid wasting time and other resources by becoming distracted by the wide variety of materials available.
- They must avoid inappropriate content, especially materials that are illegal, dangerous or offensive including those that may be racially offensive or gender biased. Should a student encounter inappropriate material at any time they should turn off the computer monitor and quietly inform the teacher.
- Downloading of software, music, games or any other extraneous files are strictly prohibited unless prior approval has been obtained from the teacher.
- Students should be courteous in their communications with others. Without voice or body language cues, words might be taken out of context or give offence.
- They should also report to teachers any offensive content or abusive behavior directed at them.
- The usage of chat rooms and public forums is prohibited.
- Students should not reveal any personal information about themselves or others including addresses, telephone numbers and credit card numbers.
- They should respect the privacy of others.
- Students should respect the expensive equipment provided for their use by not vandalizing, disrupting or harming equipment.
- Connecting of laptops or other personal equipment to school property is strictly prohibited.
- Students should be taught and use appropriate “netiquette”, such as always including a subject and signature and not using all capitals, etc.

ACCOUNTABILITY

- The Principal and staff should take appropriate measures to:
- Ensure students and parents/guardians are aware of the risks and benefits associated with the usage of Internet services, and the measures in place to minimize these risks.
 - Obtain from parents/guardians their written agreement to the student accessing Internet services under the conditions set by the school.
 - Limit access to illegal, dangerous or offensive materials by educating the student in their responsibility as users to avoid and report any offensive material they may encounter and ensuring appropriate supervision of students at all times, while using the Internet.
 - Limit uninvited electronic access to students by outside people by controlling e-mail accounts and only allowing students access to e-mail that has been perused by the teacher. Students desiring private e-mail may do so from their own homes and should not access any private e-mail account through the usage of school property.
 - Prepare students to cope with unanticipated access to such material by discussion of their responsibilities and rules for reporting and avoiding such occurrences.
 - Ensure that provision of Internet services does not in any way compromise school property and that the individual privacy is respected at all times.

COPYRIGHT

- The issue of copyright on the Internet is complex and still under much discussion. At Warner Public Schools, we endeavor at all times to abide by the Copyright Act regarding publishing and usage of material and images from other sources.
- Students should be educated in the usage of images and information downloaded from the Internet. They should be advised to seek approval where no permission is specifically given for such usage, by contacting the owner of these pages to ask for permission and to credit the source if using this material in their own work.

RISKS

- Unlike the information in an encyclopedia, the information on the Internet is not well selected, nor well organized. Students need to be taught to be selective and use various Search Engines correctly to minimize time wastage and frustration with its usage.
- Information encountered on the Internet may sometimes be illegal, dangerous or offensive. Issues of sexual harassment and copyright violation can arise from the use of material available on the Internet without appropriate warning, discussion, education and supervision. Students should be continually warned to report problems and the opportunity taken for discussion on topical subjects that arise from publicity of these issues.
- Time can be wasted both by fruitless searches and distractions from the task at hand. Teachers should be fully prepared for lessons using the Internet by researching pages beforehand to ensure they are current and suitable...

Student Becomes Sick At School

Students will be allowed to use office phone. Cellular communication to parents is not allowed, and is in direct violation of the district’s cell phone policy.

Teachers/Staff members will report students who become ill during the school day to the office. Students are not to come to the office to request medication or to have a parent contacted without first having obtained permission from the classroom teacher.

Every effort will be made to contact the parents/guardians of the student. If the parent or an authorized alternate cannot be located, the school principal will determine if the illness will require further immediate medical attention.

It is very important that every parent/guardian provide emergency telephone numbers to be called in the event their child becomes ill or injured and ensure these are working numbers the entire school year. Report any change of phone contact numbers immediately.

Emergency Medical Care

In cases of sudden severe illness or if an accident resulting in an injury occurs at school, the student will be cared for as well as possible. The school will notify the student’s parent or guardian as soon as possible. Students will be kept under observation until another properly designated person takes charge of the student. No student will be released from school upon his or her own request.

If parents cannot be reached, the school will contact other designated emergency personnel including relatives or the student’s family doctor. In the event of a severe emergency the student will be transported by ambulance to the nearest medical facility.

Tardy Policy

Students not present in the classroom when the tardy bell rings are tardy. If a teacher, counselor, or administrator detained a student, the student must have a note from that faculty member to be considered excused. Arriving in class at the high school after the first ten minutes of a class have elapsed will be considered an absence and not a tardy. Students who have three (3) unexcused tardies will be charged with an unexcused absence and discipline will be assigned up to and including suspension. A student that continues to arrive tardy to class will be assigned discipline deemed appropriate by the principal.

Activity Absence Regulations

The maximum number of absences for activities, whether sponsored by the school or an outside organization, which removes the student from the classroom shall be ten (10) days per school year.

Excluded are: (1) participation by athletes and cheerleaders for meets, tournaments and contests sponsored by the Oklahoma Secondary Schools Activities Association (OSSAA) as a part of the State’s playoff systems for OSSAA recognized sports and activities, i.e. (district, regional and state levels); (2) assemblies; (3) field trips; (4) scholastic contests; (5) school sponsored picture taking; (6) senior class graduation business (measuring for caps and gowns or purchase of announcements); (7) orientations by college recruiters; (8) two visits by a senior to a college he/she is considering attending; (9) purchase and fitting of school rings; (10) serving as a page in the State Legislature; and (11) state and national level contests of the State Vocational Board of Education for which the right to compete must be earned. Students must be scholastically eligible in order to miss class for an activity.

Make Up Assignments

Parents, teachers and students will work together to assure that school work missed will be made up in a timely manner. Please do not call the office requesting work. Teachers will send makeup work home with a child when he/she returns to school. Students will not be allowed more than five days to make up an assignment without written permission from the principal. No credit will be given if turned in after 1 calendar week of an absence.

Moment of Silence

Each school site within the district shall observe a moment of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, district, or impede other students in the exercise of their choice.

Cafeteria – Breakfast/Lunch

All Warner Public School students are encouraged to eat a nutritious breakfast and lunch either provided by the cafeteria or brought from home. Breakfast is available beginning at 7:45 am. Students are reminded to behave in the cafeteria as they would in a restaurant. There is to be no yelling, horseplay or throwing of food. **Breakfast Ends at 8:00 A.M.**

Prices:

Breakfast – \$1.50	Reduced Breakfast - \$.30
Lunch – \$2.00	Reduced Lunch - \$.40

disciplinary or grievance committee, or assisting another, school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Warner Public School Internet Usage Policy

Warner Public Schools provides access to the vast information resources of the Internet to its students and staff. The Internet offers many opportunities for educational uses; and it also contains the possibility of misuse. The facilities to provide Internet access represent a considerable commitment of school resources.

This Internet Usage Policy is designed to assist students, parents and staff in understanding the school’s policies and procedures for the use of the Internet; as well as:

- To assist all users in making correct and informed decisions regarding Internet usage
- To make all users understand the value of the information they discover through Internet usage
- To help users utilize Internet resources wisely
- To assist users in understanding the legal issues of accountability
- To assist users in understanding the school’s policy on copyright risk
- To establish a level of responsibility for all users of the Internet

This policy encourages students and staff to make responsible choices when using the Internet; it holds no legality on student or staff access when off school premises.

OUR BELIEFS

- At Warner Public Schools, access to the Internet is a privilege provided to enhance education, not a right.
- Access to the Internet carries responsibilities that should be observed at all times.
- With responsible use of the Internet, equal access to information is assured for all students and staff.
- Warner Public Schools endorses the use of the Internet as an educational tool.
- The Internet should be used for educational purposes through classroom related activities and guided activities.
- Publication showing pornographic, explicit, violent or illegal activities will **NOT** be permitted to be shown on any computers within the Warner Public Schools infrastructure.
- All users should be aware that not all information on the Internet is necessarily correct or accurate and be encouraged to be discerning and critical in their usage and evaluation of material viewed.
- All users should be aware of the laws of copyright and Warner Public Schools policy regarding these and abide by them. Plagiarism is unacceptable.
- Harassment, swearing, and other offensive behavior are not acceptable Internet usage.

Electives Credits: 7.5

Total Number of Credits Required: 25

State Core Curriculum Track – (Not College Preparatory/Work Ready Curriculum)

Language Arts	Credits: 4
Mathematics	Credits: 3
Science	Credits: 3
Social Studies	Credits: 3
Computer Technology	Credits: 1
Or Foreign Language	
Fine Arts	Credits: 1
Personal Finance	Credits: .5
Electives	Credits: 9.5

Total Number of Credits Required: 25

Notification of Rights - FERPA

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) 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, medical consultant, or therapist); or a parent or student serving on an official committee, such as a

Students must have documentation on file if they are not to receive milk or have any other food allergy.

No Energy Drinks, similar, or other drinks as determined by principal allowed on campus.

Student may prepay monthly, weekly, or pay daily as they go through the lunch lines.

Students may charge meals to a maximum of \$75.00 between August and May. Students in excess of this amount will not be allowed to eat a regular lunch, but be given an alternative.

The alternative lunch provided to students will meet all nutritional guidelines of the United States Department of Agriculture as provided in the informational packet on Free/Reduced Lunch application with all student enrollment packets and on the Warner Public Schools website. Weekly phone calls of student balances will be made to the primary contact phone number for each student who has a meal balance for parent's informational/payment purposes.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. or call (202)720-5694 (voice and TDD). USDA is an equal opportunity employer.

Referrals for Special Education Services

Referrals for Special Education Services are a team decision. Teachers, Counselors, Parents and Administrators serve on this team. Parents and/or teachers may refer students to be evaluated for Special Education services such as Speech Therapy, and Specific Learning Disabilities. As a parent, if you would like to discuss this process please contact your child's teacher and/or school counselor to set up an appointment.

Student Behavior and Discipline

Each student of Warner Public School is automatically one of its citizens and entitled to the full benefits of citizenship and to the obligation of good citizenship. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for all regulations of the school and displaying appropriate respect to teachers and their schoolmates.

Further, when the behavior of an individual student comes into conflict with the rights of others, disruption of public order or immoral by generally accepted standards of this community, corrective actions are necessary for the benefit of the individual and the school. To maintain the orderly administration of school infractions of rules will be handled with disciplinary actions. The penalty given should be commensurate to the offense. Students may appeal a long-term suspension to the Superintendent and short-term suspension in accordance to policy. All students will be treated in a fair and equitable manner.

In addition, conduct occurring outside of the normal school day or off school property, including electronic media and social media that has a direct and immediate negative effect on the

discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes any social media bullying, harassment, or disrespect of students and or adults working in the school.

Warner Public Schools will work in cooperation with the Warner Police Department and Muskogee County Sheriff’s department for violations of student conduct that also violate civil ordinances.

Options for Disciplinary Action:

- Verbal and/or Written Warning
- Parental/Guardian Contact
- Temporary Removal from Classroom
- Parent Conferences
- Lunch Detention
- School Service
- Before School or After School Detention
- Corporal Punishment
- Financial Restitution
- Involvement of Law Enforcement and Social Agencies (DHS)
- In School Suspension (No Participation or Attendance to School Activities/Events)
- Out of School Suspension (No Participation or Attendance to School Activities/Events)
- Saturday School
- Suspension/Removal from Extra-Curricular Activities
- Any other disciplinary action deemed appropriate by the Principal/Dean

Lunch Detention

Students at Warner Public School will receive lunch detention for minor problems that occur. Students will be provided a sack lunch during lunch detention, the lunch will meet all of the nutrition guidelines set forth by the State Department of Education. No other food or drink will be allowed in lunch detention. Assignments to be worked on in lunch detention will be defined by building administrator.

Due Process Procedures

Rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

Short Term Suspension (5 or Less Days): May be appealed to the building level administrator – Dean/Principal

Any student participating in athletics or other school activities who is absent more than two hours during the school day will not be allowed to participate without a specific waiver by the principal. A student who has not attended classes ninety percent of the time for the semester by OSSAA guidelines becomes ineligible. Exceptions may be made by the principal due to illness, injury, and/or death in the immediate family.

Any student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the school principal.

ICTC Attendance Regulations

Students whose attendance reaches five absences at ICTC or is deemed habitually tardy by the high school principal will be required to utilize the ICTC provided bus transportation to/from the technology center to ensure prompt and regular attendance. The administrators of ICTC campus and the WHS campus will work in cooperation to ensure students are on the bus each day and will not be allowed to use personal transportation. Attendance rules for ICTC are the same as rules for attendance in Warner Public Schools.

Distribution of Material

No printed matter, literature or petitions may be distributed or circulated on any property of Warner Public Schools without prior approval and consent by school officials authorized by the Warner Board of Education to make decisions in such matters.

Graduation Requirements

Although the school attempts to be sure that each student is meeting the graduation requirements, the primary responsibility for meeting graduation requirements rests with the student. Students are encouraged to check with the school counselor periodically to ensure they are on track for meeting all graduation requirements. All students must take Semester Exams that will count as 20% of their final grade in all courses.

College Preparatory/Work Ready Curriculum – Warner High School

English Language Arts	Credits: 4
Mathematics	Credits: 3 (Algebra I or Above – Taken 9 th – 12 th)
Laboratory Science	Credits: 3 (Physical Science, Biology, 1 More HS Science)
Social Studies	Credits: 3
World Languages	Credits: 2 of Same Language OR 2 Computer Tech Classes
Computer Technology	Credits: 2 OR 2 of Same World Language
Art	Credits: 1 From Above List or Concurrent or AP
Fine Arts	Credits: 1
Personal Finance	Credits: .5

Honorees and Ushers

Junior honorees for graduation ceremonies will be the students with the highest and second highest grade point averages for five (5) semesters of high school.

The ushers for graduation will be the students with the next 4 highest grade point averages for five semesters of high school.

Sophomore honorees who will be invited to attend the junior/senior prom will be students with the highest grade point averages based on a 4.0 scale for three (3) semesters. The sophomore honorees will work with the Jr. Sponsor in getting ready for the prom.

Eligibility

An eligibility check will be made weekly, and grades determined by cumulative scores for the entire semester. A student who is failing one or more courses will be given one week of probation in which to raise the grade to passing. A student will not receive two consecutive weeks of probation even if the failing grades are in different subjects.

Oklahoma Secondary School Activities Association (OSSAA) eligibility standards are required of all students participating in competitive extracurricular activities, athletic and non-athletic. Local school boards may make exception only for those students participating in non-competitive activities. The following exceptions will be made by the Board of Education for students participating in field trips or non-competitive activities. Beginning with the 2017-18 school year, prom activities will also be included with student eligibility requirements.

A student must earn passing grades in at least five (5) solid core subjects per semester to maintain his/her eligibility at the start of a new semester. A student may regain his/her eligibility by maintaining passing grades in all subjects during the first six weeks of the new semester.

Students participating in field trips, approved by the principal/designee or non-competitive activities (which do not involve school time) will not be subject to the OSSAA academic eligibility standards unless required by the particular school activity. If the approved field trip or non-competitive activity involves school time, then the OSSAA academic eligibility standards will apply.

Warner Public School has adopted additional eligibility requirements for all students participating in any extra-curricular activity. Demonstration of mastery of reading/language arts concepts by participating in the Renaissance Learning Accelerated Reader program to ensure reading fluency and comprehension will be monitored by the library staff and classroom teachers. Students will be required to attain or exceed the necessary AR points at designated checkpoints throughout the semester. Failure to demonstrate the ability to earn the required points will result in restriction for extra-curricular opportunities. These include restrictions on athletic, agricultural, APT, prom, music or other school events/activities.

Long Term Suspension (More Than 5 Days): May be appealed to the building level administrator, then the Superintendent of Schools.

Threatening or Harassing Behavior

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

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

As used in School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student or staff member, damage another’s property, and place another person in reasonable fear of harm to the person or damage to the property, or insulting or demeaning any student, staff or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal or physical act. Such behavior is specifically prohibited.

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of demeaning nature;
- Implied or explicit threats concerning one’s grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at the student;
- Unwelcome physical contact;
- Electronic harassment, creating an atmosphere not conducive to learning (may include harassment via text, social media, or other means to disrupt the educational process)

The superintendent shall develop procedures providing for:

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

A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

Bullying and Harassment

A. Warner Public Schools is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. Warner Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment.

B. Definitions

1. Bullying... Is

- a. Aggressive behavior or intentional harming.
- b. Can be physical, verbal, emotional or sexual.
- c. Is carried out repeatedly over time.
- d. Occurs within an interpersonal relationship characterized by an imbalance of power.
- e. May be conducted in a virtual environment or via social media.

2. Sexual Harassment...

- a. Is a form of discrimination based on sex. Discrimination based on sex means treating someone differently because he or she is male or female.
- b. Is unwanted and unwelcome sexual behavior.
- c. Can be physical, verbal and/or include gestures or display.
- d. Can happen once, several times or on a daily basis.
- e. Interferes with the victim’s academic or social life.

C. Bullying on campus can have long-lasting results for many students.

These acts cause feelings of anxiety, fear and shame in the students who are targets. They can interfere with concentration, inhibit full participation in class and interrupt academic and social learning. Witnesses and bystanders also experience similar feelings as they know they could be the bully’s next target. Bullying can trigger tragically violent responses in some students with other risk factors as have been seen in schools across the nation. Bullying can be the early warning sign for further anti-social, aggressive and increasingly violent behavior.

D. Examples of Prohibited Behavior and Procedures for Dealing w/Prohibited Behavior

- 1. Bullying: Name calling, racial slurs, pushing, crowding or cornering, hitting, pinching, making fun of a person’s body, telling mean jokes about someone, threatening to hurt someone, posting information on social media, including Facebook, twitter, or via text or other forms of electronic social communications.
- 2. Sexual Harassment: Touching someone in ways that are not okay with her/him, making fun of someone’s private body parts, passing a note that says sexual things about someone’s body, continuing to tell dirty jokes around someone after she/he has asked the person to stop,

The Principal’s Honor Roll will be computed each semester and will include all students who have earned no grade less than a B.

Valedictorian and Salutatorian

As a means of recognizing exceptional student achievement, Warner Public Schools will recognize a valedictorian and a salutatorian each school year. The valedictorian and salutatorian will be chosen from the highest-ranking students on the basis of scholastic ability and achievement. Scholastic ratings will be based upon 3 ½ years (seven semesters) of high school work.

Valedictorian and Salutatorian Requirements

- 1. The highest GPA on the 7 Semester Calculation is Valedictorian
- 2. The second highest GPA on the 7 Semester Calculation is Salutatorian
- 3. All GPA Calculations are made on a non-weighted 4.0 scale
- 4. Students must take at least four advanced courses to qualify for Valedictorian or Salutatorian.
- 5. Advanced Courses: Chemistry, Chemistry II, Biology II, Trig/Calculus, College Concurrent Enrollment, AP Class w/ Passed AP Exam, other classes approved by Principal.
- 6. Must be enrolled in College Prep Track

****Behavior, Discipline, or other unforeseen issues that diminish the honor of Valedictorian or Salutatorian can result in the removal of such honor at the discretion of the Principal and Superintendent.**

Election of Class/Organization Officers

- 1. Must have attended WHS for at least one full semester before running for officer position.
- 2. Must have and maintain a 2.5 grade point average.
- 3. Must be in good financial standing with fundraisers.
- 4. Must participate in class activities, unless sponsor makes prior arrangements.
- 5. Must attend officer meetings, unless excused by president or sponsor.
- 6. Must forfeit office position if school discipline results in any suspension.

If all six above requirements are not met, the student will not be eligible to run for class office the following year.

Concurrent Enrollment

Students at Warner Public School may concurrently enroll in courses for college credit. This is highly recommended for juniors and seniors that plan to attend college full time after high school graduation.

Grade checks will be made every four weeks for eligibility purposes.

Withdrawal from College Class: Notification of withdrawal must be provided to the building principal or counselor within five days of withdrawal from a college class. Upon withdrawal of a college class the student will be placed in a class on the high school campus. Students who withdraw from college courses may not be allowed to concurrently enroll in the future.

See the counselor for enrollment details.

Reporting of Student Progress and Grades

Grading:

Teachers will figure grades on appointed dates and will prepare a progress report, nine-week report, and the semester grade using an ongoing grading system. Grades will not stop at the nine weeks and restart; they will continue on through the end of the semester. The semester grade is the only grade that will appear on the transcript.

Progress Reports:

Every student will receive a progress report during the 5th week of every 9 weeks, regardless of grade.

Grade Tracking: Parents/Guardians are encouraged to check grades and attendance daily or weekly using the Municipal Accounting System Parent Access Portal linked from the school's website. Please contact the building registrar for your student's username/password to stay most current with student progress.

Grade Reports:

At the completion of each nine-week period, report cards are issued to each student. Semester grades only go on the transcript/permanent records.

Remember parents you may check your child's grades and attendance through the website www.warner.k12.ok.us.

Honor Rolls

The Superintendent's Honor Roll will be computed each semester and will include all students who have earned no grade less than an A.

making slurs about someone's sexual orientation, pressuring someone for sexual touches, including sending, recording, or posting on social media, including defamation of character or person.

3. Bullying and sexual harassment will not be tolerated anywhere at Warner Public Schools. This includes school facilities, premises, buses and non-school property if the student is at any school-sponsored, school-approved or school-related activity, event or function. (i.e. field trips or competitive athletic events) where students are under the supervision of staff.

4. Speak up when possible. If possible, the target should tell the bully/harasser to stop. To the extent that a person feels safe and comfortable doing so, a target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome. Bystanders are also encouraged to speak up when possible, telling the bully or harasser to stop the conduct because it is disrespectful, unwelcome, hurtful, unfair, etc.

5. Reporting. Reporting bullying and sexual harassment to school staff is encouraged. Anyone may report bullying and harassment. They may report it to any school staff member. (Schools should have specific protocol that indicates the proper chain of command for reporting procedures.) The staff is expected to act on all reports and to pass the report on to the school administrator.

6. Tattling vs. Reporting (telling). Warner Public Schools defines tattling as telling an adult about another student's action with the sole purpose of getting that student in trouble. Warner Public Schools defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation, e.g., one that is threatening or hurtful.

7. Confidentiality Warner Public Schools will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student accused of bullying or sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

8. No Retaliation Warner Public Schools will not tolerate retaliation for reporting bullying or sexual harassment. School staff will discipline any student who retaliates against anyone who reports an incident, or 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.

Definition: Bullying is any pattern of behavior by a student or a group of students that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children whether done in person by written communication, or by use of any electronic device. Bullying behavior can be a threat of or actual separate actions directed against multiple students. References: 21 O.S. 1190 (Section 826, School Law Book, 1997) Amended by S.B. 129, 1995 Legislative Session and S.B. 992, 2002 Legislative Session

Drug and Alcohol Policy

Any student using, under the influence of, in possession of, or behaving as though they are under the influence, or selling alcoholic beverages, non-intoxicating beverages (as-defined by law), synthetic drugs, (ie K2, bath salts,e-cigarettes, or Vapes) illegal or illicit drugs or other mood altering substances while at school, while in school vehicles, or at any school sponsored event, will be subject to disciplinary measures, which may include suspension for the current semester and the following semester. Illicit drugs include steroids and prescription and over the counter medications being used for an abusive purpose, (i.e. when they are not used in compliance with the prescription or directions for use, and not being used to treat a current health condition of the student.) Mood altering substances include but are not limited to paint, glue, aerosol sprays and similar substances.

For students enrolled at Warner Public Schools, tobacco, e-cigarettes, and tobacco products are by definition illegal drugs. Any student or district employee caught in unlawful possession, use, being under the influence of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or mood altering substances will be held until parents (for students only) and/or legal authorities may be contacted. Penalties for violation of the Warner Public School drug and/or alcohol policy may include suspension for up to one year.

All students who participate in extra-curricular activities must be drug tested initially and then subject to random drug testing.

Possession of Dangerous Weapons in School is Prohibited

A facsimile or replica of a firearm will be treated in the same manner as a firearm. Any student found in possession of a firearm in violation of this policy will be placed in emergency suspension from school, pending an investigation of the incident by the appropriate legal authorities. Additionally, the school may seek to file criminal charges against the student.

If a student is found in possession of a firearm, the principal or his designee shall follow the following procedure.

1. Take Possession of the Firearm
2. Contact Police
3. Notify Superintendent of Schools or Designee
4. Notify the Parent/Guardian
5. Transfer Confiscated Weapon to the Police Department

Students in violation of this policy may be suspended for the maximum period authorized by law

A dangerous weapon is any item that could induce bodily harm to a student or students. Includes any type of gun, compression or standard, knives or objects substituted for knives with sharpened edges or tips/points, as well as items that could be swung to induce bodily harm i.e. Canes, chains, etc.

beginning of the school year, shall keep the classification for the entire school year and will not be changed at the semester.

- Senior/Junior graduation check sheets—Students grades (9-12) will have a degree check file in the counselor’s office. Students will be enrolled in 7 courses a day. The only exceptions will be for those who participate in concurrent enrollment or for those students enrolled in technology center programs.

Grading

The grading scale for classes will be as follows:

90—100	A	Students grade percentage will be recorded in the comment column on the grade report.
80—89	B	
70—79	C	
60—69	D	
59—below	F	

Semester Examinations

Students enrolled at Warner Middle School and High School will take cumulative exams at the end of the first semester and at the end of the school year. Exams will test the student’s mastery of concepts learned from the beginning of the school year until the exam date. Semester exams will count 20% of a student’s semester grade. Performance on a semester exam may be used for placement in courses the following school year, including remediation courses. Local Testing Graduation Requirement

No transcript or other record will be forwarded to another school until all fees and fines are paid. A student will go through this withdrawal process when going to the alternative school for a long-term period.

Motor Vehicles/Campus Parking

Students are to observe rules of safety in operating their motor vehicles. Parking space is available on the parking lot south of the high school building. Students will avoid parking in driveways or loading zones. There will be no sitting in parked cars around the school. Students will not drive a car to school without a valid license, insurance and parking permit. Students will not visit their cars during class time or between classes. There will be no riding around before school and during classes. Any student found to be in violation of school parking lot rules, speed limit rules, or driving in a reckless manner will have his/her driving and school parking privileges suspended.

Warner Public School - Closed Campus

- Cars will not be permitted to move after arrival at school, except for concurrent enrollment with the technology center or state colleges.
- Students will eat lunch at the student union.
- Exemptions include parents checking out their child and taking them to lunch. (A parent/guardian must come in and check out through the office.)

High School Graduation Qualification Requirements

- To be eligible for graduation from Warner Public School, seniors will be required to have completed a total of 25 credits of high school work.
- He/She must also complete all of the requirements for graduation in the State of Oklahoma as prescribed by state law and regulations of the State Board of Education.
- In order to be classified as a sophomore, junior, or senior, students must have passed at least the following number of credits:

Sophomores	6 credits/units
Juniors	12 credits/units
Seniors	18 credits/units

- Students must retake classes that they fail before receiving credit for the course.

Students are to attend class meetings and activities according to their proper classification and not according to the number of years they have been in school. Students, when classified at the

Students found violating the Dangerous Weapons Policy of Warner Public Schools may be disciplined with the harshest penalty allowable by legal statute, up to one year of suspension.

Hazing

Hazing will not be tolerated. Hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or admission into any organization authorized by the board of education. Students in violation will be subject to disciplinary action.

Zero Tolerance for Fighting/Physical Assault

Fighting and Physical Assaults will not be tolerated at Warner Public Schools. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence. Any student who strikes, pushes, kicks, or in some other way physically assaults another person on the Warner Public Schools campus or during a sanctioned or allowed event/activity may be subject to disciplinary action including ISS (In School Suspension) or OSS (Out of School Suspension) for a length of time as determined appropriate by the Dean of Students or Principal. Other disciplinary alternatives will be at the Dean of Students and Principal’s discretion as they determine punishment commensurate to the offense.

Student Arrest

When an officer with police authority comes to the school for the removal of a pupil by arrest, the pupil will be released to the officer. The school will make every effort possible to notify the parents that the officer has removed the pupil from the school. The school will record the name and title of the arresting officer so follow-up attempts by the school or the parents may be facilitated. An officer is allowed to come to the school for the purpose of questioning a pupil. The interview must take place at the school and in the presence of school personnel.

A student at Warner Public School may be subject to suspension for violations or regulations covered by civil and school laws of Oklahoma.

Dress Code

If the manner of student dress disrupts the educational process or endangers a student’s safety, students may be asked to change their manner of dress. Parents may also be contacted if it is deemed necessary to remove a student based on manner of dress.

The wearing of the following apparel is prohibited at school, on school vehicles, or at school sponsored or authorized activities including banquets, awards assemblies, Parent/Teacher Conferences, sporting events, field trips, etc.

- Students going “barefoot” are not permitted. Shoes are required at school or school-activities.
- Sunglasses shall not be worn inside the buildings.
- Clothing dealing with beer, alcohol, drugs, tobacco, gangs, occult, or hate is not permitted.
- Clothing that is lewd, offensive, vulgar, repulsive, contains obscene language or pictures, demeaning, or is distracting is not permitted.
- See-through or clothing with holes is not permitted
- No extremely tight fitting clothes
- No short shorts
- Hats, caps, bandannas, plastic caps, headbands, or hoods on jackets cannot be worn inside the buildings.
- Pants that sag (Pants, shorts, skirts must be worn on the waistline)
- House shoes, pajamas, or other clothing items designed as sleep wear.
- No dress or attire will be acceptable that shows disrespect or is demeaning to the American flag, groups, and individuals.

4th Grade and above Additional dress

- Blouses with bare midriiffs, and/or backless clothes are not allowed. (no under-garments may be visible). Shirts/tops must cover the shoulder blade.
- Skirts, dresses, pants, and shorts: No skin may be exposed above the width of a US \$\$ note above the knee when worn at the waist-line.
- School Officials will not tape holes in clothing. Students in violation of the dress code will face immediate disciplinary action.

Prom Code of Conduct/Prom Dress Code

Warner High School strives to create a learning environment that is conducive to high achievement and expectations. We are largely considered to be the most successful school in our region and one of the best in our state. We pride ourselves on structure, organization, and discipline. The Junior/Senior Prom will not differ from our school principles and values. We want this event to be fun while still maintaining our expected level of dress and conduct. This document will serve as an official notice of the dress and conduct code at the WHS Proms. It is non-negotiable. The administration of WPS will have the final say on appropriate dress and conduct. Thank you for your continued support of our student activities. WE ARE WARNER!

Nondiscrimination Statement

The Warner Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status. CHILD FIND NOTICE Warner Public Schools is consistently in search of handicapped individuals who may benefit by Special Education. Public Law 94-142, which was passed by Congress in 1976 insures the handicapped a right to a free and appropriate public school education. We serve persons from birth to age 21.

Warner High School Clubs and Organizations

Students have the opportunity to participate in the clubs listed below. Each club has its own guidelines for admission. You may check with the sponsor of each club or organization for the guidelines. If, for some reason, you do not want your child to participate in one or more of these activities, please notify the office in writing and a copy will be given to the sponsors in order to notify them that your child is not to enroll.

FFA -	Sponsor: Ira Jackson Purpose: Agricultural Education/Leadership
FCCLA -	Sponsor: Chastity Cassinger Purpose: Family/Home Management, Business/Careers, Leadership
Student Leadership -	Sponsor: Brian Hummingbird Purpose: Student Leadership, School/Community Engagement
APT Team -	Sponsor: Debbie Howdeshell Purpose: Academic Bowl Competition
NHS -	Sponsor: Jennifer Vinson Purpose: Academic Leadership, Community Involvement
Cherokee APT -	Sponsor: Chasity Cassinger Purpose: Cherokee Language, Culture, and History Competitions

Withdrawal

If a student withdraws from school he/she is required to do so through the administrative office. Students must be cleared in each class and activity on the withdrawal form. This will clear the student’s records so they may be sent to the receiving school. Failure to do this often results in a delay in sending records to the new school.

Students should not come to school when they have fever. When a student is sent to the office because of sickness, office personnel will take the child’s temperature, and, if a fever exists, parents will be notified.

Students diagnosed with a respiratory condition and with documentation from their physician may maintain possession of their inhaler as the need may arise outside the classroom as students transition to lunch, PE, recess, etc. The inhaler should only be used by the student as needed.

Head Lice

Any student found to have head lice and/or nits (eggs) will be excluded from school until the school med-aide verifies that he student has been treated and ALL NITS REMOVED. Students will be responsible for any work missed during their absence. Absence due to head lice is considered an unexcused absence. These absences are counted towards their 9 days allowed. All students must be checked by a med-aide before returning to class.

Warner Public School – Parental Custody of Students

In matters concerning separation or divorce of parents, it is vitally important that we be given legal documentation concerning custody of your child. It is our intent to honor the wishes of the legal guardians of our students, and documentation will better enable us to comply with your instructions. If custody is in question, we will contact law enforcement and let them decide who the child legally resides with.

Asbestos Statement

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519 and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building materials.

As a result of our re-inspection, we are pleased to report that areas that contain asbestos pose no health problems.

The Management Plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

Policy Notification/Equal Opportunity

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

- 1. Tickets are \$20.00 for singles, \$35.00/couple. Students in grades 9-12 are eligible to attend.
- 2. One guest may be invited, provided he/she is escorted to the Prom by the student extending the invitation. Students must also leave the Prom together with their guest.
- 3. The name of the guest must be provided when tickets are purchased. High School Principal must be notified if there is a change in guest.
- 4. Guests that are not WHS students must have a permission form filled out prior to attending. Guest forms must be filled out by guest's school personnel or employer.
- 5. Students must be academically eligible as determined by the Oklahoma Secondary Schools Activities Association. Students must also be AR and Attendance eligible as determined by WHS.
- 6. Suspended students/guests will not be allowed to attend. 5th year Seniors may not attend.
- 7. Students/guests must stay inside the Prom facility until ready to leave. Re-entry will not be allowed.
- 8. Dancing will be appropriate according to school personnel and must be face to face. Inappropriate dancing as well as public displays of affection will not be condoned.
- 9. Law enforcement will be present. Possession of or being under the influence of tobacco, vapes, drugs, or alcohol will result in legal action and school disciplinary action. Disorderly conduct will not be tolerated.
- 10. Discipline issues will be handled immediately. Students/guests will be expected to maintain normal school behavior while having Prom fun and excitability. Students will be responsible for their behavior and the behavior of their guest.

PROM DRESS CODE

This is a Formal Event. Think of it as a "Black Tie Affair". What you wear to church is not formal attire. Formal Attire for this event is:

- 1. A suit and tie for the gentlemen complete with jacket/vest or a tuxedo with like accessories. Shoes must be polished and free of debris.
- 2. Formal Cowboy Attire looks very nice and is Prom worthy with a jacket or vest. Collar accessories such as a necktie or bolo are needed to complete this outfit. Jeans must be solid color, pressed and starched. Cowboy Boots must be polished and free of debris.
- 3. Attire must remain formal for the entire evening; i.e. what the attire looked like when you walk in must be what it looks like throughout the evening. Shirts must remain tucked and buttoned; neckwear always be present, and accessories remain intact.

4. For the ladies we expect modest formal dresses. Midriffs must not be seen, length of dress to meet the school short rule for dress code, and extremely low-cut dresses are unacceptable. Slits in the dress may be no higher than mid-thigh.

5. Dresses may be backless if they are NOT cut extremely low. If cut low, get pre approval from Prom Staff.

6. Midriffs will not be exposed. This includes both front and side. If flesh touches flesh at the midriff while arms are at the side, the dress is not appropriate for Prom. A sheer may not be used to cover the exposed area; only a non-see through undergarment will make this style of dress appropriate.

7. Slits in a formal dress are appropriate at mid-thigh, anything higher than mid-thigh is unacceptable.

8. No cover-ups (coats, shawls, sweaters) will be allowed over dresses that do not meet dress code. If an undergarment is not available, a fabric insert is deemed an appropriate way to cover the exposed area. Fabric inserts must be sewn in the dress not pinned in the dress.

We will be reasonable in our interpretation of these guidelines. If the formal attire is questionable students/guests must take the time to ask a Prom Official about the acceptance of the style of garment or the garment itself prior to wearing. A better choice would be: If it is questionable choose another item. We will NOT allow dress code violators into the Prom.

-Refunds will NOT be given for dress code violations. –

This dress code does not limit the ability to showcase style and fashion. This dress code does not impede the fun and excitement of the Prom. What hinders the evening is attire that violates the dress code. What puts a damper on the fun is inappropriate conduct. There are items that are in clear violation of the WHS Prom Dress Code that are considered formal. We are not the Fashion Police; however, we will enforce the policies of Warner Public Schools. There are dances that are inappropriate for school that may be acceptable in other places. We are not dance judges, but some dances or dance styles have no business at school events.

If you have any questions regarding Prom Dress or Conduct Code please ask the High School Principal, Counselor, or Prom Staff.

Be Smart.
Be Safe.
Be Respectful.

Nuisance Items

Games, toys, music devices, water guns, skateboards, lasers, tennis shoes with rollers, cards, fidget spinners, backpacks with wheels and similar types of items/toys are considered “NUISANCE ITEMS” and are not allowed at Warner Public School. Any such items will be confiscated from the student and returned only to the parent/guardian of that student. Other disciplinary action may be taken if deemed necessary.

Celebrations and End of School Trips

Any student with poor behavior during the semester may not be allowed to attend the end of school year fun day or any end of year school sponsored trips. Poor behavior could result in students not being able to attend any field trips and reward celebrations.

Student Retention

State law allows a teacher to recommend a student be retained at the present grade level. Warner Public school has a retention committee which consists of administrators, counselors, reading specialist, student’s teacher, parent and teacher of grade student is to going in to. The team will make a recommendation on whether student will be retained or not. If a parent or guardian is dissatisfied with the recommendation he/she may appeal the decision by complying with the district’s appeal process. Three factors will be used in the determination to recommend a student for retention: a. Attendance b. Academic Achievement c. Student Behavior/ Maturity. REMINDER: Based on the State Compliance Attendance Laws students who have exceeded 9 days of absence in a semester automatically fail – receive F grades.

Third grade students must meet proficiency or other requirements in Reading in order to be promoted to the fourth grade.

Eighth grade students must pass their eighth grade reading test in order to be eligible to receive their driver’s permit.

Proficiency Based Promotion

Warner Public Schools offers an option for students in grades one through eight who demonstrate exceptional proficiency in a subject or subjects to be promoted. Please contact the counselor or building principal for additional information.

Necessary Medications- Student Prescriptions

1. Students may not retain possession or self-administer any medication at school for any reason.
2. Parents of children with a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the med-aide’s office in compliance with Oklahoma law and school policy and procedures regarding administering medication to students. Violations of this rule will be reported to the student’s parent by the principal and may result in discipline. If a student needs to be taking medication at school, parents please deliver the medicine to the school med-aide. Students are never to have any kind of medication with them.

No medicine, whether prescription or over-the-counter, will be dispensed without a physician’s statement, the parent bringing the medicine in its original container, and the parent signing the appropriate authorization form. The directions for administering prescription medicine must be on the container. All medication will be administered in the med-aide’s office or designated area.

- 12. Illegal Activity
 - 13. Other as determined by the athletic director or principal
- **Applies to Behavior of Student at All Times****

High School Enrollment/Transfers

Warner Public Schools admits students of any race, color, national and ethnic origin, and offers to all, the rights, privileges, programs and activities that are made available to all other students at the school.

The school does not discriminate on the basis of sex, race, color, national or ethnic origin or handicap in the administration of its educational policies, admission policies, and athletic or other school-administered programs. All students will be required to enroll in seven (7) periods of class work. Exceptions must have prior approval by the principal. The only recognized exceptions are:

- Qualified students may be concurrently enrolled in college the first or last part of the day.
- Students may be enrolled at the Indian Capital Technology Center.

A student entering a class for the first time must present a schedule to the teacher indicating that he/she is properly enrolled in that particular class period.

Schedule Changes

Schedule changes will only be allowed the first day of school for new students. Returning students must make changes to schedule during the enrollment evenings for students and guardians in early August.

Student Immunization Record

An up-to-date immunization record is required for all students entering Warner Public Schools. This regulation is Oklahoma State Law and is for the protection of every student in the system. A child will be unable to attend school without proper immunization.

Every student enrolling at Warner Public School must have evidence of the proper immunizations according to age and grade level.

Students may be exempted from the immunizations for medical or religious reasons if proper documentation is provided.

I-Pods, I-Pads, tablets, and/or MP3 Player use is restricted. The faculty and staff of Warner Public Schools are not responsible for lost, stolen, or damaged items.

Student Cell Phones/Smart Device (Watch)

Cell phones/Smart Device (Watches) are permitted on Warner Public School campus; however, the following rules must be followed or the Cell Phone/Device(s) (including battery and SIM card) will be confiscated.

1. Upon arrival at school all cell phones/Smart Device must be turned **OFF** and stay **OFF** the entire school day.
2. Cell phones/Smart Device must remain turned **OFF** and out of sight the entire school day.
3. Cell phones/Smart Device cannot be used at any time during the school day, including passing periods and lunch period.
4. Any calls/text messages made on cell phones/Smart Device during the school day (even to a parent/guardian or from a parent/guardian) for any reason (including illness or personal reasons) is a violation of the cell phone policy. For illness or personal reasons in which contact with a parent is needed students are expected to go to the office to use the phone.

It is suggested that all cell phones/Smart Devices are left at home, in a student’s locker, or in their vehicle to avoid violation of the cell phone policy.

If any of the above rules are not followed the student’s cell phone/Smart Device will be confiscated.

First Offense:

The cell phone/Smart Device will be kept for one calendar week or the student will be suspended out of school for THREE (3) school days. At the end of the calendar week the phone/Device will be released to the student, parent or guardian at the end of that school day.

Second Offense:

The cell phone/Smart Device will be kept for two calendar weeks or the student will be suspended out of school for FIVE (5) school days. At the end of the two week period the phone/device will be released to the student, parent or guardian at the end of that school day.

Third Offense:

Short Term Suspension (not to exceed 5 days)

Fourth Offense:

Long Term Suspension (not to exceed 45 days)

School Property, Textbooks, Netbooks and Library Books

Students are responsible for books and supplies that belong to Warner Public. Our material must be used for a number of years and every effort must be made not to damage books and materials. Students must pay the cost of a new book, netbook, or other piece of school equipment that is damaged while checked out to the student.

Student Desks/Cubby Space

In order to maintain discipline and ensure proper functioning of the educational process, school personnel have the right of access school storage areas and a student’s personal property, including cubbies, desks, book bags, lockers, vehicles parked on campus etc.

Search and Seizure

The Superintendent, Principal, Dean, 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 substances, as defined in the Uniform Controlled Dangerous Substances Act, and hereinafter referred to as controlled dangerous substances, 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. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The superintendent, principal, or dean authorizing the search shall have authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession.

Pupils shall not have any reasonable expectation of privacy toward 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.

***Any student who drives a vehicle onto the school premises is deemed to consent to a search of that vehicle at any time reasonable suspicion exists.

Students Out of Class

There is little need for students to leave class during instructional time. Students will be expected to plan so they will not ask to be excused to go to lockers, restroom, water fountain, etc. There should be no more than one student out of a room at any time. To leave a class a student must have permission from the teacher.

Lockers

Each student will be assigned a locker at the beginning of the school year. Locker assignments are for the whole year and the exchanging of lockers is not permitted. Students will need a combination lock if they choose to lock their lockers, if this is done, the combination must be given to the site administrator. Personal belongings must be kept in the lockers; this includes backpacks, purses, heavy coats, and any non-classroom items. No stickers in lockers or on the outside of lockers.

Code of Conduct for All Extra-Curricular Activities

1. The conduct of students in extracurricular activities at Warner is closely observed in many areas of everyday life.
2. It is important that actions at all times be above reproach.
3. Conduct in competition: The participant must be modest in victory, and maintain control of their actions in defeat.
4. Conduct at school: The participant should set positive examples for all students, by following the rules set forth by the administration.
5. Conduct on trips: It is expected the participant will dress and act in an appropriate manner.
6. Conduct Outside of School: The participant should conduct themselves outside of school in a manner that is above reproach. As a participant in extra-curricular activities the students is an example for other to follow and a representative of Warner Public Schools.

Causes of dismissal or suspension from Extracurricular Activities

1. Immorality, Profanity, or Obscenity
2. Demeaning, Derogatory, Immoral Social Media Posts
3. Stealing or Cheating
4. Consistent violation of handbook or team rules
5. Possession, threat, or use of a dangerous weapon
6. Assault and Battery
7. Destruction of school property
8. Possession or use of any illegal narcotic or drug, alcohol, tobacco, vape, or e-cig
9. Disrespect towards a coach, official, opponent, or any person of authority
10. Habitual tardiness or absence
11. Acts of Hazing