



**WELLSTON BOARD OF EDUCATION  
BOARD AGENDA**

Regular Meeting, Thursday, August 8, 2024, at 6:30 PM  
Administration Building  
708 Birch Avenue  
Wellston, Oklahoma 74881

(Note: The Board may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.)

**1. ROUTINE ITEMS**

1.1. Call to Order

1.2. Roll Call

1.3. Establishment of a Quorum

1.4. Possible consideration and vote to approve Agenda

- 2. PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R. Board members may not respond to speakers' comments. See attachment.

**3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS**

3.1. Superintendent's Report

3.2. High School/Middle School Principal's Report

3.3. Elementary Principal's Report

- 4. CONSENT AGENDA:** All of the following items, which concern reports and items of routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration and vote of items 4.1. - 4.7.

4.1. Approve minutes of the June 27, 2024 special board meeting

4.2. Approve minutes of the July 11, 2024, regular board meeting.

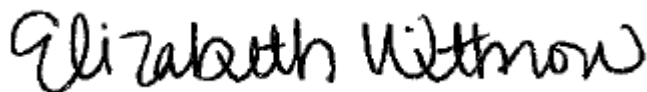
4.3. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending

4.4. General Fund Payments (Including Child Nutrition and Blanket Purchase Orders)

- 4.5. Building Fund Payments
- 4.6. Bond Fund Payments
- 4.7. Sinking Fund Payments
- 4.8. Approve appointing the following positions. Treasurer-Dawn Yates; Activity Fund Custodians- Estelette Payne, Shirley Estes, and Ruth Greenfield; Board Minutes Clerk-Beth Withrow; Encumbrance Clerk-Beth Withrow; Title IX Coordinator-Dwayne Danker; and Federal Programs Director-Dwayne Danker.
- 5. **BUSINESS (ACTION) ITEMS**
  - 5.1. Discussion on Policy DHAC- Staff Members and Electronic or Digital Communications
  - 5.2. Discussion and possible action on policy EIED - Graduation Requirements.
  - 5.3. Discussion and possible action on adding activity fund sub accounts for Track, Device Insurance, and Indian Education.
  - 5.4. Discussion and possible action on approving activity fund fundraisers for the 2024-2025 school year.
  - 5.5. Discussion and possible action on approving printed signatures from stamps on accounting documents.
  - 5.6. Discussion and possible action on CDL requirements for coaches.
  - 5.7. Discussion and possible action on budget items for the school resource officer grant.
  - 5.8. Discussion and possible action handbooks and manuals.
    - 5.8.1. Student Handbook
    - 5.8.2. Faculty & Staff Handbook
    - 5.8.3. Safety Manual
  - 5.9. Discussion and possible action on setting professional development timeline requirements.
- 6. **NEW BUSINESS**
- 7. **PERSONNEL** Discuss and vote to go into executive session to:
  - (a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1)
    - 7.1. Acknowledge the board's return to open session.
    - 7.2. Executive Session Minutes Compliance Announcement.
    - 7.3. Discussion and possible action on hiring a career tech business teacher for the 2024-2025 school year.
    - 7.4. Discussion and possible action on hiring a secondary science teacher for the 2024-2025 school year.
    - 7.5. Discussion and possible action on re-hiring a school counselor for the 2024-2025 school year.
- 8. **Information to and from the Board**
- 9. **Adjournment**

POSTED: WELLSTON SCHOOL ADMINISTRATION BUILDING; front door window  
DATE: Tuesday, August 6, 2024, 2:30 P.M.

POSTED BY:



Elementary Board Meeting Report  
August 8, 2024

Elementary Student Count: 231  
Submitted records digitally: 192

Elementary Calendar

Upcoming:

Back to School: August 13th

Celebrations:

1. Art-Tech Grant with OSDE
2. Lincoln County Grant: Jessica Todd and Gina McVey
3. OSU Extension: Ashley Murphy (Health and Nutrition Standards)
4. DARE: Mr. Chapa
5. Lincoln County Opioid Abatement Grant: Grades 3-4 substance abuse prevention
6. Backpack Program
7. Indian Education Tutoring: Renee Buckley



Wellston Board of Education Special Meeting  
Thursday, June 27, 2024 6:00 PM Central  
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Tyler Barnes: Present  
Mallory Ebers: Absent  
Crystal Hull: Absent  
Bradley Pittman: Present  
Brock Terrell: Present  
Present: 3, Absent: 2.

## 1. ROUTINE ITEMS

### 1.1. Call to Order

Called to order at 6:00 p.m.

### 1.2. Roll Call

Three members present. Others present included Beth Withrow- minutes' clerk. No guests present.

### 1.3. Establishment of a Quorum

Quorum established

### 1.4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Tyler Barnes and seconded by Brock Terrell, Carried.

Tyler Barnes: Yea  
Mallory Ebers: Absent  
Crystal Hull: Absent  
Bradley Pittman: Yea  
Brock Terrell: Yea  
Yea: 3, Nay: 0, Absent: 2

## 2. BUSINESS (ACTION) ITEMS

### 2.1. Discussion and possible action on approving general fund purchase orders for FY 2024-2025.

No action.

### 2.2. Discussion and possible action on approving general fund purchase orders for FY 2023-2024.

Motion to approve general fund purchase orders for FY 2023-2024. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

Tyler Barnes: Yea

Mallory Ebers: Absent  
Crystal Hull: Absent  
Bradley Pittman: Yea  
Brock Terrell: Yea  
Yea: 3, Nay: 0, Absent: 2

2.3. Discussion and possible action on approving activity fund fundraisers for the 2024-2025 school year.

Motion to approve activity fund fundraisers for the 2024-2025 school year. This motion, made by Bradley Pittman and seconded by Brock Terrell, Carried.

Tyler Barnes: Yea  
Mallory Ebers: Absent  
Crystal Hull: Absent  
Bradley Pittman: Yea  
Brock Terrell: Yea  
Yea: 3, Nay: 0, Absent: 2

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

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

Motion to go into executive session at 6:02 p.m. This motion, made by Bradley Pittman and seconded by Brock Terrell, Carried.

Tyler Barnes: Yea  
Mallory Ebers: Absent  
Crystal Hull: Absent  
Bradley Pittman: Yea  
Brock Terrell: Yea  
Yea: 3, Nay: 0, Absent: 2

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

Brad Pittman acknowledged the board's return to open session at 6:06 p.m.

3.2. Executive Session Minutes Compliance Announcement.

Executive session minutes compliance statement provided by Brad Pittman.

3.3. Discussion and possible action on hiring a secondary Career Tech business teacher for the 2024-2025 school year.

Motion to hire Sarah Brook Crick as a secondary Career Tech business teacher for the 2024-2025 school year. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea  
Mallory Ebers: Absent  
Crystal Hull: Absent  
Bradley Pittman: Yea  
Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2

#### 4. **Adjournment**

Motion to adjourn at 6:07 p.m. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

Tyler Barnes: Yea

Mallory Ebers: Absent

Crystal Hull: Absent

Bradley Pittman: Yea

Brock Terrell: Yea

Yea: 3, Nay: 0, Absent: 2



Wellston Board of Education Regular Meeting  
Thursday, July 11, 2024 6:30 PM Central  
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Tyler Barnes: Present  
Mallory Ebers: Present  
Crystal Hull: Present  
Bradley Pittman: Present  
Brock Terrell: Absent  
Present: 4, Absent: 1.

**1. ROUTINE ITEMS**

1.1. Call to Order

Called to order at 6:31 p.m.

1.2. Roll Call

All members present. Others present included Dwayne Danker- superintendent, Greg Grimmett- MS/HS principal, Susan Wray- ES principal, Dawn Yates- treasurer, and Beth Withrow- minutes' clerk.

Guests present included: Courtney Johnson, Marvin Bennett, and Driskill Sawyer.

1.3. Establishment of a Quorum

Quorum established

1.4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Mallory Ebers and seconded by Tyler Barnes, Carried.

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

**2. PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R.

Board members may not respond to speakers' comments. See attachment.  
None.

### 3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS

#### 3.1. Superintendent's Report

Finance update, carryover amount, and transition update.

#### 3.2. High School/Middle School Principal's Report

Working on upcoming year's schedules, getting new teachers settled, TLE re-certification training.

#### 3.3. Elementary Principal's Report

Enrollment update, elementary calendar, back to school night, and curriculum-training are being completed.

4. **CONSENT AGENDA:** All of the following items, which concern reports and items of routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration and vote of items 4.1. - 4.6.

Motion to approve Consent Agenda in mass, items 4.3. - 4.7. This motion, made by Bradley Pittman and seconded by Mallory Ebers, Carried.

Tyler Barnes: Yea

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

#### 4.1. Approve minutes of the June 6, 2024, regular board meeting

motion to approve. This motion, made by Tyler Barnes and seconded by Crystal Hull, Carried.

Tyler Barnes: Yea

Mallory Ebers: Abstain (With Conflict)

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 3, Nay: 0, Absent: 1, Abstain (With Conflict): 1

#### 4.2. Approve minutes of the June 27, 2024, special board meeting

No action.

4.3. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending

4.4. General Fund Payments (Including Child Nutrition and Blanket Purchase Orders)

4.5. Building Fund Payments

4.6. Bond 31 Payments

4.7. Board acknowledgment of any resignations received, including Aline Collins.

**5. BUSINESS (ACTION) ITEMS**

5.1. Discussion and possible action on approving activity fund fundraisers for the 2024-2025 school year.

Motion to approve activity fund fundraisers for the 2024-2025 school year. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

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

5.2. Discussion and possible action on approving extracurricular budgets for the 2024-2025 school year.

Motion to approve budgets for the FY24 fiscal year in mass, items 5.2.1. - 5.2.3 with adjustments. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

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

- 5.2.1. Baseball Budget
- 5.2.2. Softball Budget
- 5.2.3. Cheerleading Budget
- 5.2.4. Band Budget

5.3. Discussion and possible action on adopting policies per OSSBA recommendation.

Motion to adopt policies in mass, items 5.3.1. - 5.3.4., as recommended by OSSBA. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

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

**5.3.1. DHAC - STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS**

5.3.2. FDA - STUDENTS: ENROLLMENT REQUIREMENTS

5.3.3. EIED - GRADUATION REQUIREMENTS

5.3.4. FEH - TRANSFERS FOR SPECIAL EDUCATION STUDENTS

5.4. Discussion and possible action on approving school approved platforms for electronic and digital communication with students and parents.

Motion to approve the provided list per administration recommendation. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

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

5.5. Discussion and possible action on approving contracts for the 2024-25 school year.

Motion to approve contracts in mass, items 5.5.1. - 5.5.4., per superintendent recommendation. This motion, made by Mallory Ebers and seconded by Tyler Barnes, Carried.

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

5.5.1. Oklahoma Public School Resource Center

5.5.2. Grand Life Photography

5.5.3. No Red Ink

5.5.4. School Resource Officer Contract with Lincoln County Sheriff's Office

**6. NEW BUSINESS**

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

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

Motion to go into executive session at 7:28 p.m. This motion, made by Bradley Pittman and seconded by Mallory Ebers, Carried.

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

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

Brad Pittman acknowledged the board's return to open session at 8:15 p.m.

7.2. Executive Session Minutes Compliance Announcement.

Executive session minutes compliance provided by Brad Pittman.

7.3. Discussion and possible action on appointing extra duty positions and approving an extra duty salary schedule.

Motion to approve extra duty positions and the extra duty salary scale; to include Co-Athletic directors: Driskill Sawyer and Chad Hutchison, HS girls basketball coach- Chad Hutchison, HS boys basketball coach- Matt Garner, HS softball coach- Matt Garner, HS baseball coach- Driskill Sawyer, HS golf coach- Greg Grimmett, and HS Cheer coach- Jennifer Hull. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

Tyler Barnes: Yea

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

7.4. Discussion and possible action on approving an elementary adjunct teacher.

Motion to approve Bridgette Townsend as an elementary adjunct teacher for the 2024-2025 school year. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

7.5. Discussion and possible action on hiring an elementary special education paraprofessional.

Motion to hire Lesley McConnell as a special education paraprofessional for the 2024-2025 school year. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea

Mallory Ebers: Abstain (With Conflict)

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 3, Nay: 0, Absent: 1, Abstain (With Conflict): 1

## 8. Information to and from the Board

The board previewed the bond promotional video. The next regularly scheduled board meeting is August 8, 2024, at 6:30 p.m.

## 9. Adjournment

Motion to adjourn at 8:20 p.m. This motion, made by Crystal Hull and seconded by Bradley Pittman, Carried.

Tyler Barnes: Yea

Mallory Ebers: Yea

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 7/1/2024 - 7/31/2024, Account: All, Status: All

Receipt No	Date		Received From					Amount	Status
	Year	Fund	Acct Type	Acct No	Project	Program	Unit		
1	7/9/2024		OK Tax Commission					\$11,543.71	Posted
	2025	11	AR	3110	000	000	050	\$2,378.49	
	2025	11	AR	3120	000	000	050	\$740.75	
	2025	11	AR	3130	000	000	050	\$8,424.47	
						2025	11 Total	\$11,543.71	
2	7/11/2024		E. Underwood					\$1,100.00	Posted
	2025	21	AR	1420	000	000	050	\$1,100.00	
						2025	21 Total	\$1,100.00	
3	7/11/2024		Lincoln County Clerk					\$2,765.40	Posted
	2025	11	AR	2300	000	000	050	\$2,765.40	
						2025	11 Total	\$2,765.40	
4	7/11/2024		Lincoln County Clerk					\$7,552.07	Posted
	2025	11	AR	2100	000	000	050	\$511.37	
	2025	11	AR	1110	000	000	050	\$2,130.68	
	2025	11	AR	1120	000	000	050	\$1,809.08	
	2025	11	AR	1350	000	000	050	\$632.89	
	2025	11	AR	2200	000	000	050	\$938.23	
	2025	11	AR	3150	000	000	050	\$35.03	
						2025	11 Total	\$6,057.28	
	2025	21	AR	1110	000	000	050	\$304.54	
	2025	21	AR	1120	000	000	050	\$258.58	
						2025	21 Total	\$563.12	
	2025	41	AR	1110	000	000	050	\$464.50	
	2025	41	AR	1120	000	000	050	\$467.17	
						2025	41 Total	\$931.67	
5	7/16/2024		Arvest CC Cash Back					\$29.84	Posted
	2025	11	AR	1590	000	000	050	\$29.84	
						2025	11 Total	\$29.84	
6	7/24/2024		AT&T					\$39.50	Posted
	2025	11	AR	1680	000	000	050	\$39.50	
						2025	11 Total	\$39.50	
7	7/25/2024		OK Land Commission					\$7,313.74	Posted
	2025	11	AR	3140	000	000	050	\$7,313.74	
						2025	11 Total	\$7,313.74	
8	7/25/2024		Oklahoma State Department of Education					\$9,000.00	Posted
	2025	11	AR	4210	799	000	050	\$9,000.00	
						2025	11 Total	\$9,000.00	
9	7/31/2024		First Bank and Trust MM Interest Earned					\$18.76	Posted
	2025	11	AR	1310	000	000	050	\$18.76	
						2025	11 Total	\$18.76	
10	7/31/2024		First Bank and Trust Interest Earned					\$333.38	Posted
	2025	11	AR	1310	000	000	050	\$333.38	
						2025	11 Total	\$333.38	

**Year and Fund Totals:**

2025	11	\$37,101.61
2025	21	\$1,663.12
2025	41	\$931.67

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 7/1/2024 - 7/31/2024, Account: All, Status: All

**Total Receipts Posted =** \$39,696.40

**Total Receipts Not Posted =** \$0.00

**Wellston Public Schools**

**Outstanding Payments**

**Options:** Funds: 11-41, As Of Date: 7/31/2024

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2024	11	2483	5/21/2024	5/31/2024	13768	OK ASSOC FAMILY & CONSUMER S	\$50.00
2024	11	2656	5/23/2024	5/31/2024	162	AMERICAN FIDELITY ASSURANCE	\$4352.63
2024	11	2665	5/23/2024	5/31/2024	761	EMPLOYEES GROUP INSURANCE PR	\$38722.80
2024	11	2716	5/23/2024	5/31/2024	80184	RENEE S BUCKLEY	\$910.49
2024	11	2727	5/23/2024	5/31/2024	205	AFLAC	\$306.11
2024	11	2728	5/23/2024	5/31/2024	12013	AMERICAN FIDELITY FLEX DEPT	\$300.00
2024	11	2729	5/23/2024	5/31/2024	162	AMERICAN FIDELITY ASSURANCE	\$3161.45
2024	11	2735	5/23/2024	5/31/2024	348	PRE PAID LEGAL SERVICE	\$265.00
2024	11	2736	5/23/2024	5/31/2024	12417	PRINCIPAL FINANCIAL GROUP	\$123.00
2024	11	2737	5/23/2024	5/31/2024	761	EMPLOYEES GROUP INSURANCE PR	\$32378.54
2024	11	2770	5/31/2024	5/31/2024	473	TEACHER RETIREMENT SYSTEM	\$853.61
2024	11	2771	5/31/2024	5/31/2024	10	TEACHER RETIREMENT SYSTEM	\$531.69
2024	11	2774	5/31/2024	5/31/2024	473	TEACHER RETIREMENT SYSTEM	\$26.03
2024	11	2775	5/31/2024	5/31/2024	10	TEACHER RETIREMENT SYSTEM	\$13.30
2024	11	2778	6/3/2024	6/30/2024	473	TEACHER RETIREMENT SYSTEM	\$121.65
2024	11	2779	6/3/2024	6/30/2024	10	TEACHER RETIREMENT SYSTEM	\$47.57
2024	11	2783	6/3/2024	6/30/2024	473	TEACHER RETIREMENT SYSTEM	\$66.00
2024	11	2843	6/27/2024	6/30/2024	473	TEACHER RETIREMENT SYSTEM	\$363.56
2024	11	2844	6/27/2024	6/30/2024	10	TEACHER RETIREMENT SYSTEM	\$267.88
2024	11	2846	6/27/2024	6/30/2024	12023	DOLLAR GENERAL - REGIONS 41052	\$32.25
2024	11	2853	6/30/2024	6/30/2024	13600	MR. ROOTER	\$350.00
<b>Total: 2024 11</b>							<b>\$83,243.56</b>
2025	11	1003	7/24/2024	7/31/2024	12534	R.K. BLACK, INC.	\$5.64
2025	11	1007	7/24/2024	7/31/2024	13261	BARLOW ED MANAG SERV	\$566.00
2025	11	1010	7/24/2024	7/31/2024	12366	ALLIED ELEVATOR SER INC	\$20.00
2025	11	1011	7/24/2024	7/31/2024	160	OFFICE DEPOT INC	\$59.55
2025	11	1012	7/24/2024	7/31/2024	13555	STAR2STAR COMMUNICATIONS, LL	\$707.25
<b>Total: 2025 11</b>							<b>\$1,358.44</b>
2023	21	1012	6/30/2023	6/30/2023	75	JACKSON ELECTRIC	\$475.00
<b>Total: 2023 21</b>							<b>\$475.00</b>
<b>Total Outstanding:</b>							<b>\$85,077.00</b>

# Wellston Public Schools

## Balance Sheet

Options: Funds: 11-41, As Of Date: 7/31/2024

Assets				
Cash				
11	2013	GEN FUND-FOR OP		\$0.00
11	2014	GEN FUND-FOR OP		\$0.00
11	2015	GEN FUND-FOR OP		\$0.00
11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		\$0.00
11	2022	GENERAL		\$0.00
11	2023	GENERAL		\$225.05
11	2024	GENERAL		\$418,989.13
11	2025	GENERAL		(\$3,268.73)
Fund 11 Total				\$415,945.45
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00
12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
12	2019	CO-OP		\$0.00
Fund 12 Total				\$0.00
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00
21	2016	Building		\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		\$0.00
21	2022	BUILDING		\$0.00
21	2023	BUILDING		\$475.00
21	2024	BUILDING		\$264,905.05
21	2025	BUILDING		\$1,663.12
Fund 21 Total				\$267,043.17
22	2013	CHILD NUTRITION		\$0.00
22	2014	CHILD NUTRITION		\$0.00
22	2015	CHILD NUTRITION		\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		\$0.00
22	2020	CHILD NUTRITION		\$0.00
Fund 22 Total				\$0.00
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00

## Wellston Public Schools

## Balance Sheet

Options: Funds: 11-41, As Of Date: 7/31/2024

31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		\$0.00
31	2022	BUILDING BOND		\$0.00
31	2023	BUILDING BOND		\$0.00
31	2024	BUILDING BOND		\$0.00
				\$33,415.56
			<b>Fund 31 Total</b>	<b>\$33,415.56</b>
32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2019	TRANSPORTATION BOND		\$0.00
32	2020	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
				\$0.00
			<b>Fund 32 Total</b>	<b>\$0.00</b>
41	2013	Sinking		\$0.00
41	2014	Sinking		\$0.00
41	2015	Sinking		\$0.00
41	2016	Sinking		\$0.00
41	2017	SINKING		\$0.00
41	2018	SINKING		\$0.00
41	2019	SINKING		\$0.00
41	2020	SINKING		\$0.00
41	2021	SINKING		\$0.00
41	2022	SINKING		\$0.00
41	2023	SINKING		\$0.00
41	2024	SINKING		\$51,484.69
41	2025	SINKING		\$931.67
				\$931.67
			<b>Fund 41 Total</b>	<b>\$52,416.36</b>
			<b>Cash Total</b>	<b>\$768,820.54</b>
<b>Investments</b>				
11	2017	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
				\$0.00
			<b>Fund 11 Total</b>	<b>\$0.00</b>
			<b>Investments Total</b>	<b>\$0.00</b>
<b>Revenue Receivable</b>				
11	2013	GEN FUND-FOR OP		\$0.00
11	2014	GEN FUND-FOR OP		\$0.00
11	2015	GEN FUND-FOR OP		\$0.00
11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		\$0.00
11	2022	GENERAL		\$0.00
11	2023	GENERAL		\$0.00
11	2024	GENERAL		(\$5,847,592.74)
11	2025	GENERAL		(\$37,101.61)
				(\$5,884,694.35)
			<b>Fund 11 Total</b>	<b>(\$5,884,694.35)</b>
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00

# Wellston Public Schools

## Balance Sheet

Options: Funds: 11-41, As Of Date: 7/31/2024

12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
				Fund 12 Total
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00
21	2016	Building		\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		\$0.00
21	2022	BUILDING		\$0.00
21	2023	BUILDING		\$0.00
21	2024	BUILDING		(\$431,644.81)
21	2025	BUILDING		(\$1,663.12)
				Fund 21 Total
22	2013	CHILD NUTRITION		\$0.00
22	2014	CHILD NUTRITION		\$0.00
22	2015	CHILD NUTRITION		\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		(\$245,039.16)
22	2020	CHILD NUTRITION		\$0.00
				Fund 22 Total
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2015	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		\$0.00
31	2022	BUILDING BOND		\$0.00
31	2023	BUILDING BOND		\$0.00
31	2024	BUILDING BOND		(\$79,487.24)
				Fund 31 Total
32	2013	BOND FUND		\$0.00
32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2020	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		(\$160,000.00)
				Fund 32 Total
41	2013	Sinking		\$0.00
41	2014	Sinking		\$0.00
41	2015	Sinking		\$0.00
41	2016	Sinking		\$0.00
41	2017	SINKING		\$0.00

**Wellston Public Schools**

**Balance Sheet**

Options: Funds: 11-41, As Of Date: 7/31/2024

41	2018	SINKING	\$0.00
41	2019	SINKING	\$0.00
41	2020	SINKING	\$0.00
41	2021	SINKING	\$0.00
41	2022	SINKING	\$0.00
41	2023	SINKING	\$0.00
41	2024	SINKING	\$0.00
41	2025	SINKING	(\$277,234.69)
			<u>(\$931.67)</u>
		Fund 41 Total	<u>(\$278,166.36)</u>
		Revenue Receivable Total	<u>(\$7,080,695.04)</u>
		Assets Total	<u><u>(\$6,311,874.50)</u></u>

**Liabilities, Reserves and Fund Balance**

**Outstanding Warrants**

11	2016	GEN FUND-FOR OP	\$0.00
11	2017	GENERAL	\$0.00
11	2018	GENERAL	\$0.00
11	2019	GENERAL	\$0.00
11	2020	GENERAL	\$0.00
11	2021	GENERAL	\$0.00
11	2022	GENERAL	\$0.00
11	2023	GENERAL	\$0.00
11	2024	GENERAL	\$83,243.56
11	2025	GENERAL	\$1,358.44
		Fund 11 Total	<u>\$84,602.00</u>
12	2017	CO-OP	\$0.00
		Fund 12 Total	<u>\$0.00</u>
21	2017	BUILDING	\$0.00
21	2018	BUILDING	\$0.00
21	2019	BUILDING	\$0.00
21	2020	BUILDING	\$0.00
21	2021	BUILDING	\$0.00
21	2022	BUILDING	\$0.00
21	2023	BUILDING	\$475.00
21	2024	BUILDING	\$0.00
		Fund 21 Total	<u>\$475.00</u>
22	2016	CHILD NUTRITION	\$0.00
22	2017	CHILD NUTRITION	\$0.00
22	2018	CHILD NUTRITION	\$0.00
22	2019	CHILD NUTRITION	\$0.00
22	2020	CHILD NUTRITION	\$0.00
		Fund 22 Total	<u>\$0.00</u>
31	2016	BOND FUND	\$0.00
31	2017	BOND	\$0.00
31	2018	BOND	\$0.00
31	2019	BOND	\$0.00
31	2020	BUILDING BOND	\$0.00
31	2021	BUILDING BOND	\$0.00
31	2022	BUILDING BOND	\$0.00
31	2023	BUILDING BOND	\$0.00
31	2024	BUILDING BOND	\$0.00

**Wellston Public Schools**

**Balance Sheet**

**Options:** Funds: 11-41, As Of Date: 7/31/2024

			Fund 31 Total	\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
			Fund 32 Total	\$0.00
41	2017	SINKING		\$0.00
41	2018	SINKING		\$0.00
41	2019	SINKING		\$0.00
41	2020	SINKING		\$0.00
41	2021	SINKING		\$0.00
41	2022	SINKING		\$0.00
41	2023	SINKING		\$0.00
41	2024	SINKING		\$0.00
			Fund 41 Total	\$0.00
			Outstanding Warrants Total	\$85,077.00
<b>Fund Balance</b>				
11	2013	GEN FUND-FOR OP		\$0.00
11	2014	GEN FUND-FOR OP		\$0.00
11	2015	GEN FUND-FOR OP		\$0.00
11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		\$0.00
11	2022	GENERAL		\$0.00
11	2023	GENERAL		\$225.05
11	2024	GENERAL		(\$5,511,847.17)
11	2025	GENERAL		(\$41,728.78)
			Fund 11 Total	(\$5,553,350.90)
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00
12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00
21	2016	Building		\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		\$0.00
21	2022	BUILDING		\$0.00
21	2023	BUILDING		\$0.00
21	2024	BUILDING		(\$166,739.76)
			Fund 21 Total	(\$166,739.76)
22	2013	CHILD NUTRITION		\$0.00
22	2014	CHILD NUTRITION		\$0.00

## Wellston Public Schools

## Balance Sheet

Options: Funds: 11-41, As Of Date: 7/31/2024

22	2015	CHILD NUTRITION		\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		(\$245,039.16)
22	2020	CHILD NUTRITION		\$0.00
			Fund 22 Total	(\$245,039.16)
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2015	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		\$0.00
31	2022	BUILDING BOND		\$0.00
31	2023	BUILDING BOND		\$0.00
31	2024	BUILDING BOND		\$0.00
			Fund 31 Total	(\$46,071.68)
32	2013	BOND FUND		\$0.00
32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
			Fund 32 Total	(\$160,000.00)
41	2013	Sinking		\$0.00
41	2014	Sinking		\$0.00
41	2015	Sinking		\$0.00
41	2016	Sinking		\$0.00
41	2017	SINKING		\$0.00
41	2018	SINKING		\$0.00
41	2019	SINKING		\$0.00
41	2020	SINKING		\$0.00
41	2021	SINKING		\$0.00
41	2022	SINKING		\$0.00
41	2023	SINKING		\$0.00
41	2024	SINKING		\$0.00
			Fund 41 Total	(\$225,750.00)
			Fund Balance Total	(\$6,396,951.50)
			Liabilities, Reserves and Fund Balance Total	(\$6,311,874.50)

**Revenue vs Expense 2021-2026**

Month	2021-2022		2022-2023		2023-2024		2024-2025		2025-2026	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
July	144,777.92	239,336.08	50,749.41	73,001.39	42,331.06	123,782.31	39,696.40	45,151.60		
August	307,537.94	174,525.72	264,046.01	237,792.96	336,646.62	353,374.92				
September	424,000.31	514,116.06	293,770.22	904,767.39	337,665.16	893,607.06				
October	296,172.12	395,513.40	293,772.73	142,823.27	313,995.24	139,051.86				
November	282,432.71	583,333.66	268,401.34	617,346.48	405,242.48	375,202.58				
December	384,191.86	370,988.92	786,725.89	447,619.53	503,919.59	493,599.88				
January	1,033,658.15	408,799.00	1,124,303.32	402,321.48	1,124,446.37	476,455.98				
February	493,638.47	468,307.74	516,977.28	421,003.13	610,238.77	488,494.70				
March	290,797.46	376,783.17	349,672.33	714,308.55	474,074.07	510,565.71				
April	663,549.54	620,509.44	478,381.44	342,293.27	531,673.14	655,467.36				
May	641,746.02	1,323,932.57	382,670.15	1,293,769.93	648,533.81	1,419,006.25				
June	554,604.91	86,765.69	671,708.04	124,571.10	469,366.57	103,516.61				
Totals	\$5,517,107.41	\$5,562,911.45	\$5,481,178.16	\$5,721,618.48	\$5,798,132.88	\$6,032,125.22	\$39,696.40	\$45,151.60	\$0.00	\$0.00
over/short		(\$45,804.04)		(\$240,440.32)		(\$233,992.34)		(\$5,455.20)		\$0.00

Notes:

General Fund 11 Only

Month	2021-2022		2022-2023		2023-2024		2024-2025		2025-2026	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
July	142,211.93	143,371.66	48,868.96	73,001.39	40,910.93	123,782.31	37,101.61	44,676.60		
August	304,784.09	127,405.72	262,552.03	110,570.22	334,726.87	208,374.92				
September	421,722.16	443,007.58	289,383.14	902,517.39	334,374.66	893,607.06				
October	293,000.00	384,195.90	291,710.71	83,959.52	310,905.18	133,676.86				
November	281,283.24	583,333.66	266,728.66	617,346.48	403,894.20	375,202.58				
December	375,921.95	369,588.92	776,849.10	444,760.03	501,779.49	493,599.88				
January	864,094.17	408,799.00	944,085.33	402,321.48	895,110.40	456,407.49				
February	443,327.89	468,307.74	465,709.94	407,767.51	548,927.25	483,235.43				
March	285,607.00	376,783.17	345,364.79	713,114.80	464,790.03	510,565.71				
April	628,520.08	395,081.94	446,348.16	71,924.02	512,291.19	435,092.36				
May	623,567.67	1,320,653.75	363,601.04	1,270,329.93	634,346.97	1,419,006.25				
June	551,594.01	86,765.69	561,253.58	122,684.35	407,791.48	61,012.93				
Totals	\$5,215,634.19	\$5,107,294.73	\$5,062,455.44	\$5,220,297.12	\$5,389,848.65	\$5,593,563.78	\$37,101.61	\$44,676.60	\$0.00	\$0.00
over/short		\$108,339.46		(\$157,841.68)		(\$203,715.13)		(\$7,574.99)		\$0.00

# July 2024

General #11

\$	338,918.44	Balance Forward
\$	44,676.60	Warrants 1001-1019, 1021, 2848-2854
\$	11,543.71	7/9 OK Tax Commission
\$	2,765.40	7/11 Lincoln County Clerk Resale Property
\$	6,057.28	7/11 Lincoln County Clerk
\$	29.84	7/16 Arvest CC Cash Back
\$	39.50	7/24 AT&T
\$	7,313.74	7/25 OK Land Commission
\$	9,000.00	7/25 OSDE Title I School Improvement
\$	18.76	7/31 First Bank & Trust MM Interest
\$	333.38	7/31 First Bank & Trust Interest

Building #21

\$	265,380.05	
\$	475.00	
\$	1,100.00	7/11
\$	563.12	7/11

---

\$ 266,568.17

Building Bond #31

\$ 33,415.56

---

\$ 33,415.56

Sinking Fund #41

\$	51,484.69	
\$	931.67	7/11

---

\$ 52,416.36

---

\$ 331,343.45                      Balance

	<u>#900211</u>	
	\$ 6,436.96	Balance Forward
Balance Forward	\$ 18.76	Interest earned
Warrants		
E. Underwood	\$ 6,455.72	Balance
Lincoln County Clerk		
Balance	\$ 689,198.74	Balance Forward
	\$ 39,696.40	Revenue
	\$ 45,151.60	Expenses
	<u>\$ 683,743.54</u>	Balance
Balance Forward		
Balance	\$ 762,365.57	Bank Balance
	\$ 85,077.00	Outstanding Warrants
	\$ 6,455.72	Money Market
	\$ 0.75	Bank Check for K. Curry
Balance Forward		
Lincoln County Clerk	<u>\$ 683,743.54</u>	Balance
Balance		
	<u>General</u>	
	\$ 37,101.61	Revenue
	\$ 44,676.60	Expenses



# Wellston Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS	\$0.00	\$0.00	\$6,697.75	\$115.00	\$6,582.75	\$440.00	\$6,142.75
802 FFA	\$0.00	\$1,510.00	\$16,484.58	\$762.20	\$17,232.38	\$1,150.00	\$16,082.38
804 CLASS OF 2022	\$0.00	\$0.00	\$342.05	\$0.00	\$342.05	\$0.00	\$342.05
806 CLASS OF 2024	\$0.00	\$0.00	\$896.31	\$0.00	\$896.31	\$0.00	\$896.31
807 WEA	\$0.00	\$0.00	\$5,571.85	\$0.00	\$5,571.85	\$0.00	\$5,571.85
808 H.S. SOFTBALL	\$0.00	\$600.00	\$5,862.94	\$0.00	\$6,462.94	\$3,200.00	\$3,262.94
809 FCCLA	\$0.00	\$0.00	\$3,090.27	\$0.00	\$3,090.27	\$0.00	\$3,090.27
811 MURAL FUND	\$0.00	\$0.00	\$489.50	\$0.00	\$489.50	\$0.00	\$489.50
812 YEARBOOK	\$0.00	\$0.00	\$10,216.92	\$0.00	\$10,216.92	\$0.00	\$10,216.92
814 H.S. CHEERLEADERS	\$0.00	\$1,987.00	\$2,173.57	\$700.00	\$3,460.57	\$0.00	\$3,460.57
818 BAND	\$0.00	\$0.00	\$3,991.75	\$0.00	\$3,991.75	\$0.00	\$3,991.75
820 COUNSELOR	\$0.00	\$0.00	\$422.37	\$0.00	\$422.37	\$0.00	\$422.37
821 M.S. CHEERLEADERS	\$0.00	\$5,538.00	\$1,120.20	\$1,700.00	\$4,958.20	\$0.00	\$4,958.20
822 CONCESSION	\$0.00	\$0.00	\$2,447.29	\$0.00	\$2,447.29	\$0.00	\$2,447.29
823 SPANISH CLUB	\$0.00	\$0.00	\$289.11	\$0.00	\$289.11	\$0.00	\$289.11
824 NATIONAL HONOR SOCIETY	\$0.00	\$0.00	\$562.74	\$0.00	\$562.74	\$0.00	\$562.74
826 CLASS OF 2025	\$0.00	\$0.00	\$887.05	\$0.00	\$887.05	\$0.00	\$887.05
827 SPEECH/DRAMA	\$0.00	\$0.00	\$207.02	\$0.00	\$207.02	\$0.00	\$207.02
828 ART CLASS	\$0.00	\$0.00	\$94.87	\$0.00	\$94.87	\$0.00	\$94.87
829 CLASS OF 2026	\$0.00	\$0.00	\$401.00	\$0.00	\$401.00	\$0.00	\$401.00
832 FELLOWSHIP CHRISTIAN ATHLETES	\$0.00	\$0.00	\$30.34	\$0.00	\$30.34	\$0.00	\$30.34
834 BASEBALL	\$0.00	\$0.00	\$13,344.12	\$0.00	\$13,344.12	\$2,710.00	\$10,634.12
835 CHILD NUTRITION	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
836 BETTY WATERSON-CNP	\$0.00	\$0.00	\$320.57	\$0.00	\$320.57	\$0.00	\$320.57
837 MISCELLANEOUS	\$0.00	\$46.22	\$695.32	\$18.00	\$723.54	\$0.00	\$723.54
838 PARAGON	\$0.00	\$3.00	\$0.00	\$0.00	\$3.00	\$0.00	\$3.00
839 AP	\$0.00	\$0.00	\$213.98	\$0.00	\$213.98	\$0.00	\$213.98
843 LIBRARY	\$0.00	\$0.00	\$334.24	\$0.00	\$334.24	\$0.00	\$334.24
846 SCIENCE CLUB	\$0.00	\$0.00	\$77.51	\$0.00	\$77.51	\$0.00	\$77.51
850 LEGAKO SCHOLARSHIP FUND	\$0.00	\$0.00	\$16,751.87	\$0.00	\$16,751.87	\$0.00	\$16,751.87
851 H.S. MISC	\$0.00	\$0.00	\$87.93	\$0.00	\$87.93	\$0.00	\$87.93
852 GIRLS BASKETBALL	\$0.00	\$0.00	\$6,210.60	\$0.00	\$6,210.60	\$5,000.00	\$1,210.60
853 BOYS BASKETBALL	\$0.00	\$0.00	\$2,515.48	\$0.00	\$2,515.48	\$0.00	\$2,515.48
856 BPA	\$0.00	\$0.00	\$312.94	\$0.00	\$312.94	\$0.00	\$312.94
858 TEACHER OF THE YEAR	\$0.00	\$0.00	\$6.00	\$0.00	\$6.00	\$0.00	\$6.00
860 TROY SWAFFORD SCHOLARSHIP	\$0.00	\$0.00	\$875.00	\$0.00	\$875.00	\$0.00	\$875.00
<b>Total</b>	<b>\$0.00</b>	<b>\$9,784.22</b>	<b>\$104,025.04</b>	<b>\$3,295.20</b>	<b>\$110,514.06</b>	<b>\$12,500.00</b>	<b>\$98,014.06</b>

## Wellston Public Schools

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 74 - 150, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	74	07/22/2024	13566	ARVEST	Dry Cleaning for officer shirts	60.00
11	75	07/22/2024	13566	ARVEST	Career Tech Summit Registration and fees	452.00
11	76	07/01/2024	13301	MCBRIDE CLINIC OCCUPATIONAL HEALTH	BUS DRIVER PHYSICAL	45.00
11	77	07/01/2024	961	OSBI	BACKGROUND TESTING	45.00
11	78	07/01/2024	436	ALPHA PLUS EDUCATIONAL SYSTEMS	MATH TEXTBOOKS	20,000.00
11	79	07/01/2024	13356	OSSBA EMPLOYMENT SERVICES	EMPLOYMENT SERVICES	120.00
11	80	07/01/2024	25	OKLA STATE SCHOOL BOARDS ASSOC	BOARD MEMBER TRAINING	160.00
11	81	07/31/2024	13566	ARVEST	Amazon - Baseballs	820.00
11	82	07/31/2024	12556	ATWOODS- JOHN DEERE FINANCIAL	Weed spray for Ag Building and Pen, etc.	40.00
11	83	07/31/2024	13185	PIONEER ATHLETICS	Field Striping Paint for the foul lines	290.00
11	84	07/31/2024	13566	ARVEST	softball bats and mitts purchased at academy	1,500.00
11	85	07/31/2024	12376	CAPITAL ONE	General Supplies	1,000.00
11	86	07/31/2024	13360	NATIONAL BPA	Affiliation Fee	800.00
11	87	08/05/2024	924	OKACTE	Summit Conference	125.00
11	88	08/05/2024	924	OKACTE	Membership dues	312.00
11	89	08/05/2024	12588	OKLAHOMA FFA ASSOCIATION	Affiliate fees, COLT and State Convention	1,572.00
11	90	08/05/2024	13566	ARVEST	fuel in ag truck	20.01
11	91	08/05/2024	13778	JOHNATHAN GERVASI	Reimbursement for BPA Curriculum	60.00
11	92	08/05/2024	827	CENGAGE LEARNING	SAM/MindTap Curriculum	3,885.00
11	93	08/05/2024	12419	BSN LLC	Balls, Scorebooks, Lineup Cards, medical	300.00
11	94	08/07/2024	13566	ARVEST	Tired fixed, Nail at Goodmans Tire	15.00
11	95	07/01/2024	13746	MUSIC AND ARTS (GUITAR CENTER)	BAND BUDGET ITEM	39.00
11	96	07/01/2024	12556	ATWOODS- JOHN DEERE FINANCIAL	MAINT SUPPLIES	124.98
11	97	07/01/2024	12468	JAMES SUPPLIES	TRANSPORTATION SUPPLIES	410.00
11	98	07/01/2024	13517	HOLT TRUCK CENTERS	TRANSPORTATION SUPPLIES	8,439.60
11	99	07/01/2024	13013	PLANK AUTO SUPPLY	TRANSPORTATION SUPPLIES	820.20
11	100	07/01/2024	452	H-I-S PAINT MFG CO	OUTDOOR PAINT FOR BUILDINGS	203.02
11	101	07/01/2024	863	VOSS LIGHTING	LIGHTING	12.75
11	102	07/01/2024	275	ROSS TRANSPORTATION, INC.	BUS PARTS	388.50
11	103	07/01/2024	12958	ELQA	EARLY LEARNING ASSESSMENTS	780.00
11	104	07/01/2024	13566	ARVEST	MAINT, TRANSPORTATION, & TECH	2,416.82

# Wellston Public Schools

## Encumbrance Register

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 74 - 150, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
					<b>Non-Payroll Total:</b>	<b>\$45,255.88</b>
					<b>Payroll Total:</b>	<b>\$0.00</b>
					<b>Balance Forward:</b>	<b>\$0.00</b>
					<b>Report Total:</b>	<b>\$45,255.88</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	821	US FOODS	BPO MONTHLY BILLING	133,000.00
11	2	07/01/2024	355	AT&T	BPO MONTHLY BILLING	7,921.86
11	3	07/01/2024	77	OG&E	BPO MONTHLY BILLING	95,000.00
11	4	07/01/2024	48	ONG	BPO MONTHLY BILLING	24,400.00
11	5	07/01/2024	12417	PRINCIPAL FINANCIAL GROUP	BPO MONTHLY BILLING	4,500.00
11	6	07/01/2024	704	HILAND DAIRY FOODS CO	BPO MONTHLY BILLING	30,399.26
11	7	07/01/2024	13262	B&C BUSINESS PRODUCTS	BPO MONTHLY BILLING	6,200.00
11	8	07/01/2024	772	FLEETCOR TECHNOLOGIES	BPO MONTHLY BILLING	15,072.39
11	9	07/01/2024	12534	R.K. BLACK, INC.	BPO MONTHLY BILLING	5,000.00
11	10	07/01/2024	342	HD SUPPLY FORMERLY HOME DEPOT PRO	BPO MONTHLY BILLING	30,000.00
11	11	07/01/2024	12024	CLEARWATER ENTERPRISES, LLC	BPO MONTHLY BILLING	5,417.61
11	12	07/01/2024	12945	TOWN OF WELLSTON	BPO MONTHLY BILLING	33,500.00
11	13	07/01/2024	13145	GREEN'S PROPANE, L.L.C.	BPO MONTHLY BILLING	25,000.00
11	14	07/01/2024	223	OTA PIKE PASS	BPO MONTHLY BILLING	2,000.00
11	15	07/01/2024	13261	BARLOW ED MANAG SERV	BPO MONTHLY BILLING	9,292.00
11	16	07/01/2024	13477	EASY ICE, LLC	BPO MONTHLY BILLING	8,292.55
11	17	07/01/2024	12078	AF PLAN SERVE	BPO MONTHLY BILLING	156.00
11	18	07/01/2024	12366	ALLIED ELEVATOR SER INC	BPO MONTHLY BILLING	240.00
11	19	07/01/2024	144	LOWE'S	BPO MONTHLY BILLING	7,000.00
11	20	07/01/2024	90	LINCOLN COUNTY FARM	BPO MONTHLY BILLING	5,000.00
11	21	07/01/2024	160	OFFICE DEPOT INC	BPO MONTHLY BILLING	8,500.00
11	22	07/01/2024	12489	EUREKA WATER CO	BPO MONTHLY BILLING	1,000.00
11	23	07/01/2024	13555	STAR2STAR COMMUNICATIONS, LLC	BPO MONTHLY BILLING	8,850.10
11	24	07/01/2024	13268	NAMETAGCOUNTRY	BPO MONTHLY BILLING	450.00
11	25	07/01/2024	12266	KRISTA MOTLEY, MS, CCC-SLP	BPO MONTHLY BILLING - SPEECH THERAPY	65,000.00
11	26	07/01/2024	780	OKLA THERAPY CONSULTANTS	BPO MONTHLY BILLING - OCCUPATIONAL THERAPY	50,000.00
11	27	07/01/2024	12376	CAPITAL ONE	BPO MONTHLY BILLING	10,000.00
11	28	07/01/2024	12138	OREILLY AUTO PARTS	BPO MONTHLY BILLING	7,500.00
11	29	07/01/2024	12023	DOLLAR GENERAL - REGIONS 410526	BPO MONTHLY BILLING	1,000.00
11	30	07/01/2024	13684	GILBERT RANDALL CHAPA	BPO MONTHLY BILLING	1,700.00
11	31	07/01/2024	13699	LINCOLN COUNTY SHERIFF'S OFFICE	BPO MONTHLY BILLING	55,000.00
11	32	07/01/2024	13566	ARVEST	POST OFFICE BOX	146.00
11	33	07/01/2024	392	RENAISSANCE LEARNING INC	ANNUAL BILLING	2,336.00
11	34	07/01/2024	12399	INSURICA	SURETY BONDS	1,095.00
11	35	07/01/2024	731	OKLA SCHOOL ASSURANCE GROUP	WORKER'S COMPENSATION INSURANCE	21,479.00
11	36	07/01/2024	13566	ARVEST	OK DEPT HEALTH - FOOD SERVICE LICENSE	350.00
11	37	07/01/2024	13566	ARVEST	TEAMVIEWER TECH SUBSCRIPTION	1,500.00
11	38	07/01/2024	13129	IXL LEARNING	YEARLY SUBSCRIPTION	2,700.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	39	07/01/2024	12271	EDMENTUM	Annual Billing	2,880.00
11	40	07/01/2024	13547	NoRedInk Corp.	YEARLY SUBSCRIPTION	4,420.00
11	41	07/01/2024	12569	COAST TO COAST COMPUTER PRODUCTS	TONER	4,500.00
11	42	07/01/2024	13694	PARENT SQUARE	WEBSITE & NOTIFY	6,000.00
11	43	07/01/2024	13447	SERGEANT LABORATORIES, INC.	ARISTOTLE K12 APPLIANCE/UNIVERSAL AGENT	7,500.00
11	44	07/01/2024	865	RALPH OSBORN	EON 2022-2023	800.00
11	45	07/01/2024	13500	FIRST BANK & TRUST	SAFETY DEPOSIT BOX	40.00
11	46	07/01/2024	37	THE LINCOLN COUNTY NEWS	LEGAL NOTICE - EON	218.45
11	47	07/01/2024	13654	NWEA	Yearly Fee	7,500.00
11	48	07/01/2024	12313	SDI INNOVATIONS	GRADEBOOKS AND PLAN BOOKS	1,000.00
11	49	07/01/2024	12005	UNITED SYSTEMS INC	E-RATE DISTRICT PORTION	1,797.70
11	50	07/01/2024	523	AIRGAS	AG ED SUPPLIES	1,500.00
11	51	07/01/2024	12090	CONTRACT PAPER GROUP, INC.	PAPER ORDER	5,656.00
11	52	07/01/2024	1	SylogistEd, Inc.	YEARLY USAGE FEE	16,248.23
11	53	07/01/2024	25	OKLA STATE SCHOOL BOARDS ASSOC	MEMBERSHIP DUES	2,294.00
11	54	07/01/2024	17	ONENET	CONTENT FILTERING	825.50
11	55	07/01/2024	157	AUTO-CHLOR SERVICES, LLC.	BPO MONTHLY BILLING	3,000.00
11	56	07/01/2024	13583	ASPEN INSPECTION SERVICES LLC	FIRE ALARM INSPECTION?	225.00
11	57	07/01/2024	376	FOLLETT CONTENT SOLUTIONS LLC	LIBRARY SERVICE RENEWAL	1,800.12
11	58	07/01/2024	13424	FIRE SAFETY INSPECTIONS	FIRE EXT & ALARM INSPECTION & TEST	2,693.00
11	59	07/01/2024	13315	LINCOLN COUNTY ASSESSOR	VISUAL INSPECTION BILLING	10,000.00
11	60	07/01/2024	1	SylogistEd, Inc.	W2 & 1095-C FORMS	250.00
11	61	07/01/2024	219	LIBERTY FLAGS	FLAGS	400.00
11	62	07/01/2024	865	RALPH OSBORN	AUDIT	3,700.00
11	63	07/01/2024	240	HOME DEPOT CREDIT SERVICES	BPO MONTHLY BILLING	1,500.00
11	64	07/01/2024	468	ALCOHOL & DRUG TESTING INC	BPO MONTHLY BILLING	1,200.00
11	65	07/01/2024	12290	LINCOLN CO ELECTION	SCHOOL BOARD ELECTION FEES	2,500.00
11	66	07/01/2024	13566	ARVEST	MATHSEEDS & READING EGGS	3,000.00
11	67	07/01/2024	13161	STS EDUCATION	STUDENT LAPTOPS	17,450.00
11	68	07/01/2024	728	LOCKE SUPPLY CO	BPO MONTHLY BILLING	1,000.00
11	69	07/01/2024	13660	PAYNE EDUCATION CENTER	RSA TRAINING	750.00
11	70	07/01/2024	13566	ARVEST	MAINT, ADMIN FEES, TRAINING	960.97
11	71	07/01/2024	25	OKLA STATE SCHOOL BOARDS ASSOC	ASSEMBLE MEETINGS	3,000.00
11	72	07/01/2024	25	OKLA STATE SCHOOL BOARDS ASSOC	POLICY SERVICES	1,200.00
11	73	07/10/2024	13566	ARVEST	EVENT BRITE - BMITE NEW TEACHER ACADEMY	150.00
11	74	07/22/2024	13566	ARVEST	Dry Cleaning for officer shirts	60.00
11	75	07/22/2024	13566	ARVEST	Career Tech Summit Registration and fees	452.00
11	76	07/01/2024	13301	MCBRIDE CLINIC OCCUPATIONAL HEALTH	BUS DRIVER PHYSICAL	45.00

highlighted PO's are an increase

**Wellston Public Schools**  
**Budget Analysis****Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Print Detail: False

<b>Classification</b>	<b>Appropriation</b>	<b>Encumbered</b>	<b>Paid</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>% Enc Budget</b>
2024-2025						
11 GENERAL	5,240,000.00	915,183.41	102,496.92	812,686.49	4,324,816.59	17.47%
<b>Total 2024-2025</b>	<b>\$5,240,000.00</b>	<b>\$915,183.41</b>	<b>\$102,496.92</b>	<b>\$812,686.49</b>	<b>\$4,324,816.59</b>	<b>17.47 %</b>
<b>Report Total</b>	<b>\$5,240,000.00</b>	<b>\$915,183.41</b>	<b>\$102,496.92</b>	<b>\$812,686.49</b>	<b>\$4,324,816.59</b>	<b>17.47 %</b>

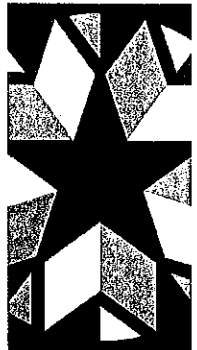
Report Request

Date Range: 7/1/2024 - 6/30/2025

Classification Bolding: N/A

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	1	Yes	No	2025
Fund	2	No	No	11
Project	N/A	N/A	N/A	
Function	N/A	N/A	N/A	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	



# Oklahoma House Bill 3958

## *Text Communications*

### Notice

In response to recent passage of HB 3958, OSDE is developing training to ensure all school personnel are informed and compliant with this new requirement. This training will be available before the start of the new 2024/2025 school year. We appreciate your understanding and cooperation as we implement these important changes to enhance communication and protect our students' well-being.

### FAQ's

- "Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic digital means of communication.
- Communications conducted through school-approved platforms that pertain to school and academic matters are exempt from this requirement.
- The statute does not extend to communications between college instructors and students. However, if the instructor is employed by a public school (including charter schools, which are classified as public schools), then the statute applies to their communications with students, even if those communications are for a class that grants college credit.

Training will be available on August 8, 2024, via the OSDE Connect training system.

For any questions, please contact [OKCares@sde.ok.gov](mailto:OKCares@sde.ok.gov).

**GRADUATION REQUIREMENTS**

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

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

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student’s Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers’ Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

3 units of elective courses.

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

**GRADUATION REQUIREMENTS (Cont.)**

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

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

**Language Arts**

- 4 units or sets of competencies
  - 1 unit of Grammar and Composition and
  - 3 units which may include
    - American Literature
    - English Literature
    - World Literature
    - Advanced English Courses
    - Other English courses with content and/or rigor equal to or above grammar and composition

**Social Studies**

- 3 units or sets of competencies
  - 1 unit of United States History
  - ½ to 1 unit of United States Government
  - ½ unit of Oklahoma History
  - ½ unit to 1 unit which may include:
    - World History
    - Geography
    - Economics
    - Anthropology
    - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

**GRADUATION REQUIREMENTS  
(Cont.)**

**Mathematics**

3 units or sets of competencies

1 unit of Algebra I <sup>1</sup>  
and

2 units which may include:

- Algebra II
- Geometry <sup>1</sup>
- Trigonometry
- Math Analysis or Precalculus
- Statistics and/or Probability
- Calculus
- Computer Science I and II
- Intermediate Algebra
- Mathematics of Finance

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

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

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

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

**The Arts and Computer Education**

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

**Science**

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

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

**Electives**

8 units or sets of competencies

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

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

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

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher, and which provide for the teaching and learning of the appropriate skills and

**GRADUATION REQUIREMENTS (Cont.)**

knowledge in the OAS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

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

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

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

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

~~Students who start ninth grade prior to or during the 2016-2017 school year will be~~ are required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student’s transcript.

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

**GRADUATION REQUIREMENTS (Cont.)**

State law requires that students meet the additional requirements below in order to graduate from a public high school with a standard diploma. 70 O.S. § 1210.508

Effective with the 2024-2025 school year, students are required to complete the Free Application for Federal Student Aid (FAFSA) in order to graduate from high school. A parent, adult student, or a counselor may legally opt-out of this requirement.

**Individual Career Academic Plan (ICAP)**

-Beginning with students entering the ninth grade in the 2019-2020 school year (class of 2023), each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. 70 O.S. § 2320-508-4 The ICAP Career Assessment, Career Goal, and Coursework are to be reviewed annually in grades 9<sup>th</sup>-12<sup>th</sup>.

-Students are also required to participate in Service Learning and/or Work-Based Learning Activities at least once in grades 9-12. Mark each grade level the student participated in this requirement; not limited to one activity or grade level. Internship codes are reserved for 11<sup>th</sup> and 12<sup>th</sup> grade.

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

**REFERENCE:** 70 O.S. § 11-101.3  
70 O.S. § 11-103.2c  
70 O.S. § 11-103.6  
70 O.S. § 1210.199  
70 O.S. § 1210.508

## ACTIVITY FUND ACCOUNT

SPONSOR'S NAME Timothy Privrat

CLUB OR ORGANIZATION Band

ACCOUNT NAME Band Activity Account

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

Fall Heritage Candle Fundraiser (MPACT Fundraising)

Spring Popcorn Fundraiser (MPACT Fundraising)

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

Classroom Materials/Supplies

Contest/Activity Entry Fees

Misc. Musical Supplies/Expenditures

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

## Danette Carroll ACTIVITY FUND ACCOUNT

SPONSOR'S NAME

Danette Carroll

CLUB OR ORGANIZATION

Wellston Elementary Classroom Account

ACCOUNT NAME

Carroll First Grade

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

Supply Fees

Fall Festival

Snack Money (donation only)

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

Class supplies & decorations

Class rewards

Class parties/birthdays

Books & subscriptions(Scholastic News)

Snacks

ANY FUNDRAISERS OR EXPENDITURES THAT ARE NOT LISTED ON THIS FORM AND APPROVED BY THE BOARD OF EDUCATION WILL NOT BE PERMITTED

UNLESS AN UPDATED REQUEST IS PRESENTED TO THE BOARD PRIOR TO THE  
ACTIVITY.

## Athletic Head Coaches/Activity Sponsors CDL Requirements

A CDL will be required for all head coaches and activity sponsors, both junior high and high school. Any head coach/activity sponsor or teacher that will transport students to and from events or competitions (Ag, Band, etc.) must also obtain a CDL. New hires must obtain a CDL permit within 4 months of hire or before their sports season starts, whichever comes first. Current Wellston Public Schools head coach's/activity sponsors that do not have a CDL will have until two weeks before the start of the season they are coaching to obtain a CDL. If you cannot obtain a CDL your coaching/sponsor privileges will be suspended or revoked. The only exception will be for medical reasons.

Any school employee who attends the course outside of regular working hours to obtain their CDL will receive one additional sick day added to their leave balance. Wellston Schools will also pay or reimburse the employee for the following expenses: Class B CDL permit, school bus driving course, and CDL Driver's License.

Head coach's/activity sponsors who get their CDL for activity purposes will not be required to drive route buses unless they wish to.

# WELLSTON SCHOOLS



2024-2025

# STUDENT HANDBOOK

MISSION STATEMENT

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

**ADMINISTRATIVE MESSAGE**

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

**SCHOOL BEGINS**

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

**GRADING SCALE**

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

**STATE GRADUATION REQUIREMENTS**

House Bill 3218 amended State law (70 O.S. § 1210.523) to require every student who enters “ninth grade in the 2017-2018 school year... to take the assessments included in the statewide student assessment system in order to graduate with a standard diploma, unless otherwise exempt by law.”

**All students must take the following State of Oklahoma mandated exams:**

- Math
- English
- Science

A minimum of 23 units of organized classroom instruction are required in high school for graduation.

The Wellston Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student.

Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

**4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;**

**3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;**

**3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;**

**3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;**

**2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;**  
**1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and**

**1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of**

### **competencies of speech.**

\*Beginning in Fall 2018, SB1380 modifies the required Art credits from 2 to 1 and adds a unit of computer education to graduation requirements. The State of Oklahoma requires an additional credit in one of the four core subject areas (math, science, English, and social studies). 70 O.S. § 11-103.6:OAC 210:35-25-2

\*Beginning with the students entering the seventh grade in 2024-2025 school year (Class of 2030) please see policy *EIED: Graduation Requirements* on the school website for updated graduation requirements.

### **GRADES**

Progress reports will be handed out to the student every three weeks. In the elementary school the report is given to the student to take home for his/her parents'/guardians' signature.

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

Elementary school parents/guardians can pick up report cards on parent/teacher conference days from the child's teacher. For the first semester only, we will give semester report cards to the student to take home to be signed and returned.

### **SEMESTER TESTS**

#### Grades 6-12

The tests are an assessment of progress for the semester. The school day schedule will be arranged in order that a student will take three and 1/2 tests a day. Semester tests will not be given early. If for some reason beyond the student's control he/she is gone on these days, a "0" will be issued. The student will have two days to make up the test, unless extenuating circumstances are approved by the administration. If the student has not made up the test, the zero will become permanent.

#### **Semester Test Exemption Guidelines**

1. Students may be exempt from a semester test if they have the following grade and attendance record:
  - a. A = 4 absences or less
  - b. B = 3 absences or less
  - c. C = 2 absences or less

d. Every 3rd Tardy in a class equals an Absence

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

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

#### **ATTENDANCE**

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

#### **ABSENCES**

Excused absence will be granted for the following reasons:

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

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

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

#### **School Activity**

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.
3. Once a student has accumulated 10 activity absences from any one class period, he/she will be reported to administration for consideration for further student activity absences.

### **Unexcused Absence**

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

### **Chronic Absenteeism**

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

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

### **Non-Productive student**

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

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

### **MAKE UP WORK**

All arrangements to make up work due to an absence will be made on the first day the student returns to school. **It will be the responsibility of the student to contact the teacher and make arrangements for the make-up work or any test missed. The student is to use non-instruction time to make arrangements. Students will be allowed one day for each day missed to turn in missed work.**

Students must make up all school work missed during absences. Students who are gone for more than five days will have a maximum of five days to make up their work upon returning to school. One school

day should elapse after students return before testing. Makeup work for school activities should be pre arranged by the student.

#### **TRUANCY**

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

1. Leaving school without signing out through the Principal's Office.
2. Being absent from school without parental permission (skipping).
3. Arriving at school but not attending class.

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

#### **HALL PASSES**

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

#### **TELEPHONE**

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

#### **CLOSED CAMPUS**

No student will be allowed to leave campus without permission.

#### **VEHICLES**

The Wellston Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students are to observe all Oklahoma traffic laws as well as district and campus specific rules for the safe operation of vehicles.

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

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

#### **LOADING AND UNLOADING STUDENTS**

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

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

#### **BUS RIDER RULES**

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

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

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

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

On the fourth offense, that student may be removed for up to forty-five (45) days from the bus. On each offense after that, they may be removed for up to a calendar year. The days removed from the bus can be carried over to the following school year if necessary. This will be done at the discretion of the administration. If a student shows an uncontrolled malicious disregard for safety and well-being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure.

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

#### **BUS RIDING RULES**

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

#### **Previous to loading, students should:**

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

#### **While on the bus, students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from any use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus clean and safe at all times.
5. Remember that loud talking and laughing are unnecessary confusion that diverts the driver's attention and may result in a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home. Damaged seats or equipment must be paid for by the student.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches or other articles and keep the aisle clean.
9. Help look after the comfort and safety of small children.
10. Not throw objects in or out of the bus.

11. Remain in their seats while the bus is in motion.
12. Refrain from fighting and horseplay on the bus.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety

**After leaving the bus, student should:**

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

**EXTRACURRICULAR TRIPS**

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

**ELIGIBILITY REQUIREMENTS**

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

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

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

**Scholastic Eligibility**

**I. Semester Grades**

- a. A student must have received a passing grade in any five subjects counted toward graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days (this requirement would be five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students).

- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

II. **Student eligibility during a semester:**

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next week period. If a student is still failing one or more classes at the end of their probationary one week period, they will be ineligible to participate during the next one week period. **Eligibility will be run on Thursday and the ineligibility period will begin on Monday and end on Sunday.**
- c. A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility with the first class of the new week period (Monday through Sunday).
- d. "Passing grades" means work of such character that credit would be entered on the records if the semester were to close at that time.

III. **Special provisions:**

- a. A 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college classes equivalent to four high school units which are accepted by the Oklahoma State Department of Education (Physical education and athletics cannot be included in the four requirements.)
- b. An eligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks (15 school days). A student may regain his/her eligibility by achieving the scholastic standard at the end of a three-week period.
- c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship (examples of such hardships will be illness,

injury, death in the family, and natural disaster). Board policy allows a maximum of two weeks to apply this exception.

d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements for the end of spring semester.

e. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

#### **IV. Special education:**

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

#### **SEMESTER ELIGIBILITY FOR 6th-12<sup>th</sup> GRADES**

A student must have received a passing grade in any five subjects that he/she was enrolled in during the last semester he/she attended fifteen days or more days, if a student does not meet this minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester. A student may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the eligibility check. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

#### **LOCKERS**

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

#### **TEXTBOOKS and LAPTOPS**

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

#### **SCHOOL DAY**

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

#### **STUDENT DISCIPLINE**

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

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

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

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

#### Disruptive or Interfering Behavior

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

**Commented [1]:** Is all of this necessary

1. Demonstrations (e.g., sit-ins, walkouts, blockages)
2. Group Violence
3. Disrespect to or disobedience of school personnel
4. Harassment and/or intimidation, verbal or physical, of students or school personnel
5. The use of obscene, lewd or profane language (visual and/or auditory)

6. Fighting
7. Disruptive publications
8. Theft or inappropriate use of personnel or school property
9. Possession or use of drugs, alcohol or weapons
10. Possession or use of tobacco by minors, **including vapor devices**
11. Failure to make a reasonable attempt at assignments

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

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

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

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

#### Discipline and Corporal Punishment

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

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

1. Every attempt to contact the Parent/Guardian prior to padding will be made.
2. Explain to the student why he/she is being padded.
3. It is witnessed by a teacher.

4. No more than three (3) swats will be given, and punishment shall not be given by an administrator who is angry or upset.
5. A discipline report is filled out and kept on file until the end of the school year.

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

#### **SUSPENSION FROM SCHOOL**

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

1. Any student may be suspended for:

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

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

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

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

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

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

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

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

The procedures for suspension are as follows:

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

1. Brief the student on the offense, giving the nature of the offense and the intended punishment.
2. Give the student the right to extend his/her defense and tell his/her side of the story.
3. Correspondence with parent/guardian that the student is to be suspended, giving a definite commencement and ending date.
4. If the student denies the violation, an explanation of the evidence should be given.
5. Inform the student and parent that the student will have to make up all work, provided during this missed time, prior to returning to school.
6. Inform the parent/guardian and student that the suspended student has a right to appeal the decision of the principal to the superintendent. The superintendent decision is final. The superintendent will then contact the parent/guardian of the decision.

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

1. Prior to suspension commencement, correspondence with the student and the parent of the reason for the removal from school and the long-term suspension shall be provided. A written notification will be provided in the form of a letter that states the reasons for the action and the regulations, or laws that apply to the situation. The facts underlying the situation shall be specified.
2. Suspended students will have the right first to appeal the decision of the principal to the superintendent. The superintendent will then contact the parent/guardian of the decision within two school days.
3. Suspended students then have the right to appeal the decision of the superintendent to the board of education. The appeal shall be made within three school days of the principal's original notification. The request for an appeal must be in writing to the superintendent.
4. The superintendent shall provide written notice to the parents within three days of receipt of the request for a hearing. The notice shall give a date, time and place for a hearing on the suspension before the board. At such hearing the student and the student's parents shall be given an opportunity to be present. At such hearing, the following will be provided:
  - a. The parents may request that the hearing be conducted in executive or closed session.
  - b. The student shall have the right to be represented by legal counsel or adult representation.
  - c. Statements in support of the charges against the student upon which the hearing is conducted.
  - d. Statements by the student and others in defense of the charges and/or in mitigation or explanation of the student's conduct.
  - e. Opportunity by the student to present witnesses or evidence in his or her behalf and to cross-examine all opposing witnesses.
  - f. Any action by the board will be done in open session.
5. Within twenty-four (24) hours after the hearing, a letter shall be sent to the parents and student which shall include the board's decision.
6. A written record shall be made demonstrating that the decision was based on evidence presented.
7. Inform the student and parent that the student will have to make up all work missed prior to returning to school.

#### **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have items which may be hazardous to the safety of others, or which interfere, in some way, with school procedure. Such items will be taken from the student and disciplinary action may result. Such items may include pocket knives, etc. Wellston Schools WILL NOT be responsible for lost items.

#### **Electronic Communication Devices**

According to state law, electronic communication devices are now allowed to be on school

campuses, in the possession of students. However, students WILL NOT be allowed to use these devices during the school day unless it is for instructional purposes and supervised by the teacher. The only exception to this rule is during breakfast, lunch, and breaks or an extreme emergency (that the faculty/administration knows about in advance). The device should not be visible during class time or assemblies. Failure to follow these guidelines could result in the loss of this privilege.

#### **DRESS CODE**

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

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

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

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

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

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

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

#### **WELLSTON PUBLIC SCHOOL BULLYING POLICY**

#### HARASSMENT, INTIMIDATION AND BULLYING PROHIBITED

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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

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

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

#### Student Reporting

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

#### Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed

information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully.

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

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

#### **GANG ACTIVITY**

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

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

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

#### **SUBSTANCE ABUSE**

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

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

#### **Definitions:**

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

#### **Minimum Punishment:**

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

#### **Maximum Punishment:**

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

Regulation:

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

The Wellston Board of Education realizes that the punishments set forth in this policy are severe. The Board feels that the severity of the punishment is mild when compared to the problems that may be created by experimentation or involvement with any substances in an inappropriate manner.

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

**TOBACCO and VAPE PRODUCTS**

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

**DANGEROUS WEAPONS**

It is unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body for any public or private school, to have in his possession on any public or private school property or while in any school bus or vehicle used by any school transportation or students or teacher any item considered a dangerous weapon. (O.S. 21-1280.1)  
"School property" means any publicly or privately owned property held for purposes of elementary, secondary or vocational-technical education. (O.S. 21-1280)

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

Any pupil found to be in possession of dangerous weapons will be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Also, any pupil found to have brought a gun to school may be suspended for a calendar year or more. Any

such suspension may be appealed to the board of education of the school district by any pupil suspended under this section. (O.S. 70-24-102)

### **VISITORS**

Visitors must check in through the principal's office. Students will not be allowed to interrupt class to deliver notes, messages and other communications except with a permission note from the office of the principal.

Students will not be allowed to bring visitors to school.

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

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

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

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

### **PARENT AND VISITOR CONDUCT**

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

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

**ASBESTOS ANNUAL NOTIFICATION FOR PARENTS, TEACHERS, AND EMPLOYEES**

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

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

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

**WEATHER-NO SCHOOL**

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

**STUDENT WITHDRAWAL FROM SCHOOL**

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

**SCHOOL DEVICE INSURANCE**

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

### **INJURY OR ILLNESS DURING THE DAY**

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

### **FIRE AND STORM ALARM**

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

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

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

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

## **PROMOTION POLICY**

### **ELEMENTARY**

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

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

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

Second, Third, Fourth, and Fifth grades--Students must pass four of the six following subjects: reading, math, English, spelling, science, and social studies to advance to the next grade.

Third grade—Passage of Senate Bill 346 (70 O.S. Supp. 2010, Section 1210.508C) requires all third grade students to pass an Oklahoma State Education Board approved reading assessment before being promoted to the fourth grade.

### **MIDDLE SCHOOL**

MS retention will be recommended by the Administration. If a student is retained, the student will repeat the entire grade, not an indifferent subject.

**PROMOTION/RETENTION AND FAILING COURSES** Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, and the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student’s report card. Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

**Commented [2]:** Mike, do we want to add this to the handbook?

1. Testing which actually covers the subject matter presented to the student.

2. Assignments directly related to the subject matter being taught.

3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.

4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing. Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

#### WELLSTON SCHOOLS CONCURRENT ENROLLMENT

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

Concurrent enrollment courses will be recorded on the students' high school transcripts as either academic or elective credit. Students shall receive high school academic credit if the concurrent course content and objectives align to the state academic content standards taught through the course provided by the school district. If the concurrent course does not align to the state academic content standards, students shall receive elective credit. Grades earned and transcribed as a result of concurrent enrollment will be included in determining a student's official grade point average. The weighted 4.0 grading scale will apply for concurrent course credit only. Students will be enrolled in the college class and a Critical Thinking class to meet the time requirements for the concurrent classes. Students will earn the same grade for Critical Thinking and the concurrent class. The grade for the concurrent class will be weighted while the grade for the Critical Thinking class will not be weighted. The student has the responsibility of notifying the college and the high school counselor when he/she drops or stops attending the concurrent college course. Students attending concurrent classes on an actual college campus must provide documentation midway through the semester that they are still enrolled. A request for verification can be made by the counselor or principal at any time.

Commented [3]: Do we want to change this?

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

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

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

#### **PROMOTION BASED PROFICIENCY TESTING**

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

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

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

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

Reference: State Board of Education, Standards for Accreditation of Oklahoma Schools, 1998, pp. 163 and 180.

#### **EARLY GRADUATION**

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

**Commented [4]:** Take this out or change it to where a student can graduate early?

**NOTICE OF NON-DISCRIMINATION**

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

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

Dwayne Danker  
P.O. Box 60  
708 Birch Avenue  
Wellston, OK 74881  
(405)356-2534

# WELLSTON SCHOOLS



2024-2025

## Teacher/Support Staff Handbook

08/08/2024

### **BOARD OF EDUCATION:**

**Brad Pittman, President**  
**Brock Terrell, Vice President**  
**Crystal Hull, Clerk**  
**Mallory Ebers, Member**  
**Tyler Barnes, Member**

### **ADMINISTRATION:**

**Dwayne Danker, Superintendent**  
**Greg Grimmett, Middle/High School Principal**  
**Susan Wray, Elementary Principal**

## FOREWORD

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

## TABLE OF CONTENTS

BOARD OF EDUCATION	4
ADMINISTRATION	4
SUPERVISION OF STUDENTS	4
EXTRA-CURRICULAR ACTIVITIES	5
BUDGETS	6
FUNDRAISERS	6
TEN DAY RULE	6
TRANSPORTATION	6
DISCIPLINE	7
CARE AND CLEANLINESS OF FACILITIES AND GROUNDS	7
TELEPHONE USE	7
ABSENCES FROM WORK	8
PURCHASING	10
DRESS CODE	11
PARENT-TEACHER CONFERENCES	11
EXTRA DUTY ASSIGNMENTS	12
FIELD TRIPS	12
TEACHER EVALUATION	12
PARTIES	13
GRIEVANCE PROCEDURE	13
RELATIONS WITH OTHER EMPLOYEES	13
GRADING	14
MAKE-UP WORK	16
CONFIDENTIALITY	16
USE OF TOBACCO	16
PLANNING PERIODS	17
CAFETERIA PROGRAM	17
TEACHER RELATIONS WITH STUDENTS	17
WORK HOURS	17
FACULTY MEETINGS	18
PROFESSIONAL DEVELOPMENT	18

## **BOARD OF EDUCATION**

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

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

## **ADMINISTRATION**

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

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

The superintendent, principals, etc. are responsible for the interpretation and implementation of Board policies. The administration is responsible for the development of regulations to implement Board policies.

## **SUPERVISION OF STUDENTS**

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

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

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

Teachers should position themselves where they can observe both their classroom or area of responsibility and the hall or approaches during class breaks. Personnel who are assigned duties supervising students should not spend this time visiting with other teachers or a small group of students. Non-certified personnel who observe a situation that is a potential problem are responsible to report it immediately to their supervisor and/or certified personnel.

Student activity groups will not be permitted to have practices and/or meetings except when the sponsor is present.

### **EXTRA-CURRICULAR ACTIVITIES**

The Wellston School District provides extra-curricular programs in order to develop the total individual to her/his fullest potential.

#### **SPONSORS**

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

Teachers who wish to start student organizations or clubs that are not listed in the current list of student clubs, organizations, etc. must request permission from the Board of Education prior to any discussion with students or parents.

#### **TRIPS**

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

## **BUDGETS**

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

## **FUNDRAISERS**

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

## **TEN DAY RULE**

The State Board of Education requires that:

1. The superintendent and Board annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten per semester (policy FDC-R1). Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

## **TRANSPORTATION**

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

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

In order to receive reimbursement for transportation expenses, a request must be made for transportation in advance. If school transportation equipment is not available, then the employee will be reimbursed at the state rate.

## **DISCIPLINE**

Discipline is mainly the responsibility of certified personnel with the exception of bus drivers and assigned seats. All personnel will follow board policy and handbooks when administering discipline.

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

## **CARE AND CLEANLINESS OF FACILITIES AND GROUNDS**

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

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

Personnel will be required to request in writing, for any needed repair or item that needs immediate attention.

## **TELEPHONE**

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

## ABSENCES FROM WORK

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

When the employee returns to work, it will be the responsibility of the employee to complete an **absence report form**. The absence report form should be completed and returned to the supervisor within 24 hours of the employee's return to work.

Absences from work fall into two categories, these are:

### 1. Paid Leave

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

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

- b. Military leave—Any employee who is a member of the Oklahoma National Guard or a Federal armed services reserve will be entitled to paid leave for 30 days if called to active service.
- c. Jury Duty—Each employee who is called to jury will be paid her/his full current salary. All compensation paid to the employee by the court, except travel expenses, will be reimbursed to the District.
- d. Personal leave—Each employee is entitled to three days of paid personal leave per year. Personal leave should be requested in advance by completing and submitting an Absence Report Form. Personal leave may not be taken the day before or the day after a school break, and may not be taken in consecutive days. Exceptions must be approved by the administration in advance. In the case of an emergency, the employee may contact their administrator either by phone or in person and complete the form on Personal Leave when they return. Only three days are allowed for personal leave per year. Any personal leave taken in excess to the district approved days can result in dock of pay.

Unused personal leave will convert to sick leave at the end of each school year.

- e. Vacation—Twelve month employees of the District are entitled to one week of paid vacation after one year and two weeks after two years. Non-certified twelve month employees that are required to work Christmas break, spring break, etc., are entitled to three weeks after ten years.
  - f. Bereavement leave—In the case of a death in the family, the employee will be entitled up to three consecutive work days of leave.
2. Unpaid absences
- a. Leave of absence—An employee may make arrangements with the superintendent to be absent even if the absence is not covered by any other leave. This leave must be requested well in advance of the anticipated absence and will only be granted if it does not conflict with the best interest of the District.
  - b. Uncovered sick leave—Certified employees that have exhausted all sick leave will for the next 20 days have deducted from their salary the amount that the district would pay a certified substitute whether a substitute is employed or not. Each day thereafter the employee will have the amount equal to one day's pay deducted from her/his salary.

Maternity or paternity leave is governed by district policy.

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

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

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

### **PURCHASING**

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

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

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

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

## **DRESS CODE**

As educators, the expectation for dress should be professional. It is difficult to write a dress code that will encompass every possibility as to dress by faculty members. What might be appropriate in one setting or area might be completely inappropriate in another area or setting. The following guidelines will establish a reasonable and appropriate manner of dress for the faculty members.

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

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

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

## PARENT – TEACHER CONFERENCES

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

## EXTRA DUTY ASSIGNMENTS

The administration is responsible for organizing and assigning personnel needed to safely run all District-sponsored events. The administration will make all efforts to allow teachers to sign up and work for the activities they would prefer. The Wellston School District will pay for these extra duty assignments at a fixed hourly rate. If other dates become available, the administration will attempt to fill them with personnel that wish to or are willing to work.

## FIELD TRIPS

Field trips should be educational in concept and purpose. They should be planned with the purpose of meeting a specific goal or objective. Field trips should not be designed or used as end-of-year parties. The teacher should work closely with the principal in the scheduling, planning and implementation of educational field trips.

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

## TEACHER EVALUATION

The main function of teacher evaluation is to improve and enhance the job performance of each teacher. Teacher evaluations will be conducted by the principals. Each principal will hold a faculty meeting to discuss the TLE evaluation procedure prior to October 1<sup>st</sup> each year. Teachers are to be evaluated using the **current** TLE guidelines and procedures.

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

If the teacher disagrees with his/her evaluation, the teacher may, within ten working

days from the receipt of the evaluation, file a written statement disagreeing with the evaluation. The written statement of disagreement will be attached to the evaluation; it will not change the evaluation. The evaluation will be filed in the teacher's permanent file located in the Administrative Office Building.

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

## **CLASS PARTIES**

### **Elementary School**

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

## **GRIEVANCE PROCEDURE**

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

### **Parent or Pupil Grievances**

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

## **Teacher Grievances**

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

## **RELATIONS WITH OTHER EMPLOYEES**

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

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

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

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

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

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

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

## **GRADING**

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

## **MAKE-UP WORK**

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

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

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

## **CONFIDENTIALITY**

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

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

**THE PROTECTION OF CONFIDENTIALITY IS A RESPONSIBILITY OF ALL EMPLOYEES.**

## **USE OF TOBACCO**

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

## **PLANNING PERIODS**

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

## **CAFETERIA PROGRAM**

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

## **WORK HOURS**

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

## **FACULTY MEETINGS**

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

# WELLSTON SCHOOLS· EMPLOYEE SAFETY MANUAL



*Wellston Public Schools*

## **SAFETY POLICY STATEMENT**

As a Wellston School employee, you are a valuable asset to the school. The policy of Wellston Public Schools *is* to provide a working environment free of uncontrolled hazards in support of its goal in providing a safe and healthy workplace. We want, and expect you to perform your job in a safe manner in response to the circumstances that may arise during the course of your employment.

### **INTRODUCTION**

This manual contains safety policies developed to control the risks associated with school operations. It is impossible to write a rule for every potential work scenario, therefore, while many policies are detailed in this manual, others dealing with your specific job responsibilities may be given to you by your supervisor or their designee specific to the recognized job tasks at hand. This manual has been designed for a single purpose; to assist you in avoiding workplace injuries or illness.

If you have a suggestion that could reduce the potential for accidents in your workplace and make your place of employment even safer, please talk with your supervisor or supervisor designee. Remember that at Wellston Public Schools, accident prevention is a part of every employee's job.

Accidents are the result of unsafe conditions and/or unsafe acts or practices. Many accidents are caused by the use of unsafe equipment, using tools in an unsafe manner, or by neglecting to follow the safe methods of doing your job.

Please note that violations of school safety policies, or unsafe practices could result in severe and painful injury, as well as termination of employment as compliance with school safety policies is a condition of employment. Failure to follow either established school policies or supervisor's directions subject the employee to the school's disciplinary procedures.

Questions and requests for additional information relative to the contents of this manual should be directed to your immediate supervisor/manager/foreman or their designee.

## **SAFETY RESPONSIBILITY**

### I. SUPERINTENDENT'S RESPONSIBILITIES

Every employee of Wellston Public Schools is responsible for their own personal safety. This begins with school management and extends throughout the organization. The superintendent is responsible for providing a safe work environment and adequate supervision of its operations. This includes, as applicable, the provision of tools and equipment, proper safety equipment/clothing, training and on-site direction. In addition, the superintendent is responsible for implementing the following:

- a. Periodic inspections of school departments.
- b. Ensures prompt preventative and corrective actions taken on unsafe conditions/actions.
- c. Ensures that all accidents are investigated and reported.
- d. Review reports of accidents and ensures appropriate corrective actions are taken.

### 2. PRINCIPAL'S RESPONSIBILITIES

- a. Promotes safety awareness and demonstrates a proper safety attitude by example.
- b. Trains all employees in the safest way to do their jobs, and points out where hazards exist.
- c. Makes sure the necessary safety equipment and protective devices for each job are provided and properly used.
- d. Conducts frequent safety inspections of all work areas and operations in order to improve housekeeping and eliminate unsafe conditions while encouraging safe work methods.
- e. Takes prompt corrective action when unsafe conditions and unsafe actions are observed.
- f. Investigates and reports to the superintendent all accidents and incidents involving school personnel and/or property.
- g. Reviews work change practices and newly purchased equipment for potential risks being introduced in to the operations.
- h. Informs employees regarding disciplinary policy for violations of safety policies and takes appropriate action when warranted.

### 3. CERTIFIED EMPLOYEES RESPONSIBILITIES

- a. Follow school safety practices, policies, procedures and specific instructions.
- b. Report unsafe conditions and practices to the principal.
- c. Keep work areas clean and orderly at all times.
- d. Operate only equipment you have been authorized and instructed to safely use.
- e. Report all accidents/incidents immediately to the principal and complete an accident report as soon as possible.

#### 4. NON-CERTIFIED EMPLOYEES RESPONSIBILITIES

- a. Follow school safety practices, policies, procedures and specific instructions.
- b. Report unsafe conditions and practices to the principal.
- c. Keep work areas clean and orderly at all times.
- d. Operate only equipment you have been authorized and instructed to safely use.
- e. Report all accidents/incidents immediately to the principal and complete an accident report as soon as possible.

#### WHAT TO DO IF AN ACCIDENT OCCURS

- a. All accidents/incidents, no matter how minor, shall be reported immediately to your principal. Prompt reporting will ensure proper treatment (if required) and a rapid correction of unsafe conditions or behavior causing or contributing to the accident.
- b. The principal will arrange for transportation and accompany the injured employee to the medical facility to facilitate paperwork and address questions by both the treating physician and injured/ill employee.
- c. The principal and employee must complete the school's accident report forms as soon as possible. (A copy of the accident report shall be given to your supervisor/principal and the superintendent.)
- d. First aid and CPR shall be performed only by trained personnel.
- e. All employees will follow established Bloodborne Pathogens procedures.

#### EMERGENCY ACTION PLANS

Emergencies (fire, severe storms, bomb threats, etc.) require immediate action by all employees. The following emergency action plans have been developed by the principal/superintendent or their designee responsible for monitoring and overseeing the evaluation activities.

The principal/superintendent or designee for their respective areas will: direct actions of personnel; be familiar with the location of fire extinguishers; be aware of individuals who have first aid or CPR training; be aware of individuals that may need special assistance during building evacuation and make arrangements to assure their safety; familiarize employees with evacuation route; ensure their building area is clear and account for personnel after building evacuation.

1. Fire Evacuation
  - a. When the fire alarm sounds, turn off all equipment and walk to the nearest exit out of the building.
  - b. Assemble away from the building at the designated area(s).
  - c. The principal or their designee will account for all individuals from their areas. Employees will remain outside until the all clear is given.

2. Severe Storms- Tornadoes

During a severe weather threat, a decision will be made and instructions given to take immediate cover in your classroom/building or to move to a designated storm shelter if time allows us to do so in a safe manner.

3. Bomb Threats

While some bomb threats are hoaxes, each one must be treated seriously. The receiver of the bomb threat should attempt to obtain as much information as possible regarding the threat. The incident should be reported immediately to your principal. Evacuation procedures are the same as a fire evacuator

### RECORD KEEPING

Documentation is a critical component of any effective safety effort. As such the following records will be developed and maintained in school files:

- a. Employee training records
- b. Certifications
- c. Accident/Incident reports
- d. Hazard identification and correction actions
- e. Signed acknowledgements
- f. Equipment inspection/certifications

### DRUG POLICY

The school has a vital interest in maintaining a safe and efficient workplace for employees, students and the public at large. The use of alcohol, illegal drugs and/or performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity losses. Drinking alcoholic beverages or possessing and/or using illegal substances during working hours is prohibited. Any employee reporting to work while under the influence of alcohol or illegal substances shall be subject to disciplinary action up to and including termination.

To ensure a safe and productive work environment, Wellston Public Schools has chosen to implement a drug testing procedure that provides for post offer, post-accident, random and reasonable suspicion drug testing of employees.

## VIOLENCE IN THE WORKPLACE

Violence in the workplace by students, visitors and/or co-workers is becoming more common. For this reason, it is the policy of Wellston Public Schools that physical violence, or the threat of violence, even in a joking manner, is not appropriate at the school and may result in disciplinary action.

School employees are to report all violence or threats of violence to their principal at the earliest opportunity. Report the actual behavior or threats that were made, give the facts of where and when it happened, who witnessed it, and what was said.

Any employee who observes anyone with a weapon on the premises shall report the observation immediately to their principal at the earliest opportunity.

## BIOLOGICAL EXPOSURE CONTROL PLAN

During the course and scope of your job you may come into contact with co-workers, students and/or members of the public who pose a risk of communicating blood and/or airborne diseases. For your protection, do not allow yourself to come into unprotected contact with blood or other body fluids. *See Blood/Airborne Pathogens Program*

## ERGONOMICS

Depending on the physical demands of your job, changes in the physical layout or actual work procedures may be required to minimize your risk of cumulative trauma type injury. These changes can only come about as a result of your communication of any work related conditions that can be resolved through an ergonomic evaluation of your work area/practices. At that time, modifications will be made as appropriate with the understanding that you will support these changes.

Wellston Public Schools has developed an ergonomics program to educate and train employees on the basic principles of ergonomics and proper body mechanics. This program includes written guidelines to address musculoskeletal injuries caused by exertions, repetitive motions or sustained postures. This would include back injuries, sprains, strains, carpal tunnel syndrome, or other cumulative trauma disorders.

## GENERAL POLICIES FOR ALL OPERATIONS

You should be familiar with and practice safe methods of doing your job. If in doubt, ask your supervisor.

Illness and/or extreme fatigue may affect your ability to perform your job safely. You are responsible for monitoring your personal physical condition and taking appropriate actions to ensure that you receive adequate rest and that any medications do not impact your job performance.

Horseplay of any kind is strictly forbidden and employees who willfully engage in horseplay are subject to the school's disciplinary procedures, up to, and including termination.

Clean and orderly work areas and equipment are a requirement for both accident and fire prevention. Take the time to keep your work area clear of unnecessary materials, tools and/or equipment.

All exits and stairways should be maintained clear and free of storage and other obstructions.

Only approved, grounded electrical extension cords shall be used and only when fixed electrical service is not available. All extension cords, when not in use, must be unplugged, coiled and stored in their designated locations.

Lifting shall be performed using proper lifting techniques to include the assistance of other personnel as necessary. When using lifting equipment (dolly, etc.), the equipment will be checked for proper condition/operation prior to actual loading.

The use of personal music device (IPOD, MP3, radio) or other sound producing devices in the work area (to include vehicles) will be at the discretion of the immediate supervisor. At no time, however, will any device volume be in excess of 85 decibels.

Smoking is prohibited outside of designated "Smoking Areas."

### **SLIP & FALL PREVENTION**

Slips/falls can be caused by poor housekeeping, poor walking surface condition, foreign material on the walking surface, and wearing inappropriate footwear. In order to avoid slip/fall injuries, employees will practice good housekeeping and wear appropriate rubber soled, anti-slip footwear.

Electrical cords must be kept clear of the employee walk area and kept coiled and off of the floor when not in use.

Walking surfaces will be kept clean and dry, as well as in good condition. Damaged surfaces should be reported immediately and barricaded if warranted. Employees should also mop floors such that they back out of a room or area while mopping, rather than having to walk back across the wet floor. "Caution Wet Floor" signs will be used whenever mopping floors.

Walk, never run. Rushing is hazardous, especially when carrying hot foods, dishes, or glassware.

Wear anti slip, low heeled shoes, with closed toe and heel, where appropriate, and keep shoestrings tied.

Keep water, grease and food cleaned up from the floor.

Keep mops, brooms, boxes, and other articles from passageways so that co-workers will not tumble over them.

## **LADDERS**

Only school supplied ladders and stools will be used during any work above the floor.

The ladder/stool will be inspected before use and any damage or questionable condition will be reported to your supervisor immediately.

Care as to the placement of the ladder/stool will be made as to not place the employee at risk of opening doors or other situations that will impact the employee's safe work above the floor level.

Use both hands when ascending or descending ladders and always face the ladder.

Do not climb higher than the 2nd step from the top of a step ladder. Do not climb straight ladders higher than the third step from the top.

## **EXTREME TEMPERATURE CONDITIONS**

School operations may expose employees to temperature extremes in the workplace. These exposures may result in possible injury or illness and as such the school has developed procedures to address and control these situations. Employees are responsible for monitoring their own physical condition both on and off the job as it relates to their ability to tolerate these conditions.

## **HAZARD COMMUNICATION**

All potentially harmful products used by the school are to be evaluated and the risks associated with these products communicated to the affected employees prior to use and/or exposure to these products. Annual training on this subject will be provided with additional training as new products are introduced in the work area. *See Hazard Communication Program*

## PERSONAL PROTECTIVE EQUIPMENT

### Head Protection

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of and maintaining this equipment in good condition. Caps or hats are recommended to be worn to insure protection from heat, cold, and/or wind during normal activities.

### Hearing Protection

The school has implemented a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection shall be worn under all work conditions that have been determined by the school to exceed acceptable noise levels. Hearing protection shall be provided by the school and employees are responsible for keeping track of, and maintaining the equipment in good condition.

### Respiratory Protection

The school has implemented a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and/or other airborne particulate. Employees are responsible for keeping track of, and maintaining the equipment in good condition.

### Foot and Hand Protection

Shoes or boots suitable to the type of work and work area conditions shall be worn at all times. Slip resistant soles may be required in some operations. Safety-toed footwear will be required at all job site locations where a higher-level risk of foot injury exists.

Hand protection will be chosen based on the risk potential and utilized by the employee during the performance of their assigned work activities. However, in operations such as pedestal grinding or other situations where the glove may cause or contribute to an injury, other methods of hand protection shall be used. Consult your supervisor in regard to glove selection and use. All gloves required at a job site will be provided by the school.

### Outerwear Protection

Regular work clothing will be cotton or other natural fiber. Employees are responsible for keeping track of, and maintaining their clothing and any school provided gear in good condition or replaced as necessary. Contaminated clothing or gear will be removed and replaced when the contaminants pose a health or fire hazard.

## WELLSTON SCHOOLS POLICY/PROCEDURE ACKNOWLEDGEMENT

By my signature below, I acknowledge that:

1. I have received and read the school's safety policy/procedures and I have been given the opportunity to ask questions and have received clarification of any area of the policy/procedures that I questioned. I agree to abide by the provisions in the policy/procedures and I understand that failure to do so may result in disciplinary actions, up to and including, termination of my employment with the school.
2. I have received training by the school for the duties associated with my job and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.
3. I have been informed and I understand that I am to report any accident and/or injury while performing the duties of my job to my supervisor immediately, or if in their absence, the next available administrator. An Accident Report must be completed and signed immediately (as is reasonable under the injury circumstances) by me after my injury.
4. I have been informed and I understand that I am to immediately report any unsafe acts and/or conditions that I discover during the performance of my job duties.

Employee's **Signature**-----

Printed Name \_\_\_\_\_

Dated: \_\_\_\_\_

## State Required Professional Development Board Determined Timeframes

- Digital Teaching and Learning
- Family and Community Engagement
- Racial and Ethnic Education
- Racial and Ethnic Education
- Teacher Induction Program: for 1-3 year teachers
- Title IX (One person per district)
- Workplace Safety

\*Administration proposal is to complete these once every 3 years

# TEACHER INDUCTION PROGRAM

## PARTICIPANTS

- All new teachers regardless of certification path (traditional, alternative, emergency)
- Teachers working in a new role, such as a classroom teacher moving to a counselor role, or a classroom teacher moving to a librarian role

## DEFINITIONS

### Induction

Induction is a program that provides support, mentorship and coaching to early career teachers or to teachers transitioning to new roles within a school or district.

### Teacher

A person employed as a counselor, librarian, school nurse or classroom teacher.

### Inductee

A certified teacher serving as a classroom teacher under the guidance of a mentor teacher or teachers.

### Mentor

A teacher who has been appointed to provide guidance, support, coaching and assistance to a resident teacher.

## OPTIONAL PARTICIPATION PER DISTRICT CHOICE

- Teach for America teachers
- Teachers new to a district but with previous teaching experience
- Teachers new to a state but with previous teaching experience
- Teachers with ABCTE (American Board for the Certification of Teacher Excellence) certification



OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

Revised October 2018

## Guidelines for Induction Program

- Work with inductees to assist in all matters concerning classroom management and professional development
- May involve a committee of one or more of the following:
  - Mentor teachers
  - Principals or Assistant Principals
  - Administrators designated by the school district board of education
  - An educator from a higher education institution

## Guidelines for Mentor Teachers

### Qualifications

- Current or former classroom teacher
- Minimum of two years of classroom teaching experience as a certified teacher
- Similar expertise in the teaching field of the inductee
- Participation in mentor teacher professional development, when possible

### Duties

- Meet with inductee on a regular basis
- Work with the inductee on classroom management and professional development
- Provide support, mentorship and coaching

## OKLAHOMA STATUTES

**70 O.S. 6-195**

Induction Program

**70 O.S. 6-182**

Teacher Licensure & Certification

**70 O.S. 1-116**

Positions in School System