



**WELLSTON BOARD OF EDUCATION
BOARD AGENDA**

Regular Meeting, Wednesday, August 6, 2025, at 5:30 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

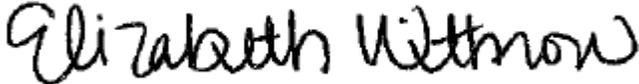
- 3.1. Superintendent's Report
- 3.2. High School/Middle School Principal's Report
- 3.3. Elementary Principal's Report

- 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. - 4.6.

- 4.1. Approve minutes of the July 17, 2025 regular board meeting
- 4.2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending
- 4.3. General Fund Payments (Including Child Nutrition and Blanket Purchase Orders)
- 4.4. Building Fund Payments

- 4.5. Bond Fund Payments
- 4.6. Sinking Fund Payments
- 5. **BUSINESS (ACTION) ITEMS**
 - 5.1. Discussion and possible action on the Fallis School House Property.
 - 5.2. Discussion and possible action on improvement projects for athletic facilities.
 - 5.3. Discussion and possible action on Imagine Math Subscription.
 - 5.4. Discussion and possible action on OSSBA recommended policies in mass.
 - 5.4.1. DJ: Dress and Personal Grooming Teachers
 - 5.4.2. EMDB: Flags
 - 5.4.3. CQ: Data Management
 - 5.4.4. CKDA: Tobacco Prohibited
 - 5.5. Discussion and possible action on updating the student handbook for the 2025-2026 school year.
 - 5.6. Discussion and possible action on updating the teacher/support staff handbook for the 2025-2026 school year.
 - 5.7. Discussion and possible action on approving activity fund fundraisers for the 2025-2026 school year.
- 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 an elementary paraprofessional for the 2025-2026 school year.
 - 7.4. Discussion and possible action on hiring a child nutrition support staff member for the 2025-2026 school year.
- 8. **Information to and from the Board**
- 9. **Adjournment**

POSTED: WELLSTON SCHOOL ADMINISTRATION BUILDING; front door window
DATE: Monday, August 4, 2025, 7:50 p.m.

POSTED BY: 

Elementary Board Meeting Report
August 6, 2024

Elementary Student Count: 234

Elementary Calendar

Upcoming:

1. Back to School: August 12th, 4:30-7:00 pm
2. Oklahoma Teacher Endowment Program:  OTEP District Guidance.pdf

Celebrations:

1. True Value Grant (Painted Playgrounds)



Wellston Board of Education Regular Meeting
Thursday, July 17, 2025 5:30 PM Central
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Tyler Barnes: Present
Christa Coover: Absent
Crystal Hull: Present
Bradley Pittman: Present
Brock Terrell: Present
Present: 4, Absent: 1.

1. ROUTINE ITEMS

1.1. Call to Order

Called to order at 5:30 p.m.

1.2. Roll Call

All members present. Others present included Dwayne Danker- superintendent, Greg Grimmett- MS/HS principal, Susan Wray- ES principal, and Beth Withrow- minutes' clerk. Guests present included: Betty Waterson, Caleb Wells, and Shaynie Huston.

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 Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea
Christa Coover: Absent
Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Yea
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. Shaynie Huston and Caleb Wells spoke.

3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS

3.1. Superintendent's Report

Discussed issues with the child nutrition mandate. A letter addressing the cell phone ban and free meal mandate will be issued to parents this month. The old gym roof project has been completed. We are working on getting quotes for the awning at the elementary and the new door installs. Discussed changing the board meetings for the remainder of 2025 to 5:30 p.m., beginning in September in the middle/high school cafeteria.

3.2. High School/Middle School Principal's Report

Progress on the virtual academy handbook and application and enrollment in the programs.

3.3. Elementary Principal's Report

Enrollment 229, 162 have submitted records. Back to school will be August 12th. The elementary will be working with the Waterford Grant in the upcoming school year. We also got a grant through the state for Imagine Math. We got a call from another school and were able to go get new FREE furniture that was up for surplus.

TSET Grant - Discussion about community grant.

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.

Motion to approve item 4.2. This motion, made by Brock Terrell and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea
Christa Coover: Absent
Crystal Hull: Yea
Bradley Pittman: Abstain (With Conflict)
Brock Terrell: Yea

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

Motion to approve Consent Agenda in mass, items 4.1., 4.3.- 4.8 in mass. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

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

Yea: 4, Nay: 0, Absent: 1

4.1. Approve minutes of the June 12, 2025 regular board meeting

4.2. Approve minutes of the June 30, 2025 special 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. Discussion and possible action on approving the removal of Elizabeth Withrow from all signature cards and adding Anna Pannell to coordinate with changing job duties as Encumbrance Clerk.

5. BUSINESS (ACTION) ITEMS

5.1. Discussion and possible action on virtual school handbook and application.

Motion to approve the virtual school handbook and application for the 2025-2026 school year.

This motion, made by Brock Terrell and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea

Christa Coover: Absent

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Yea

Yea: 4, Nay: 0, Absent: 1

5.2. Discussion and possible action on general fund budget requests.

5.2.1. Band Budget

Motion to approve the band budget for \$3250 for the 2025-2026 school year. This motion, made by Bradley Pittman and seconded by Brock Terrell, Carried.

Tyler Barnes: Yea

Christa Coover: Absent

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Yea

Yea: 4, Nay: 0, Absent: 1

5.2.2. Art Budget

Motion to approve the art budget as presented for the 2025-2026 school year. This motion, made by Bradley Pittman and seconded by Tyler Barnes, Carried.

Tyler Barnes: Yea

Christa Coover: Absent

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Yea

Yea: 4, Nay: 0, Absent: 1

5.3. Discussion and possible action to approve changing Activity Fund sub-account from "Classroom" to "Music".

Motion to approve changing the Activity Fund sub-account from "Classroom" to "Music". This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

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

5.4. Discussion and possible action on FY26 activity fund fundraiser requests.

Motion to approve the FY26 activity fund fundraiser requests. This motion, made by Bradley Pittman and seconded by Crystal Hull, Carried.

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

5.5. Discussion and possible action on updating the student handbook for the FY26 school year.

No action.

5.6. Discussion and possible action on approving policy: FFACA: Medications; Administering to Students.

Motion to approve policy FFACA: Medications; Administering to students as adjusted. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

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

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 6:15 p.m. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

Tyler Barnes: Yea
Christa Coover: Absent

Crystal Hull: Yea
Bradley Pittman: Yea
Brock Terrell: Yea
Yea: 4, Nay: 0, Absent: 1

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

Brock Terrell acknowledged the board's return to open session at 6:55 p.m.

7.2. Executive Session Minutes Compliance Announcement.

Executive Session Minutes Compliance Statement provided by Brock Terrell.

7.3. Discussion and possible action on support staff salary schedules.

Motion to approve support staff salary schedules per superintendent recommendation. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

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

7.4. Discussion and possible action on any changes to the counselor-certified teacher contract.

Motion to approve changes to the counselor-certified teacher contract for the 2025-2026 school year. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

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

7.5. Discussion and possible action to hire an adjunct elementary education teacher for the 2025-2026 school year.

Motion to approve hiring Bridgette Townsend as an adjunct elementary education teacher for the 2025-2026 school year. This motion, made by Brock Terrell and seconded by Tyler Barnes, Carried.

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

8. Information to and from the Board

The next regularly scheduled board meeting is August 7th at 5:30 p.m.

9. Adjournment

Motion to adjourn at 6:57 p.m. This motion, made by Brock Terrell and seconded by Bradley Pittman, Carried.

Tyler Barnes: Yea

Christa Coover: Absent

Crystal Hull: Yea

Bradley Pittman: Yea

Brock Terrell: Yea

Yea: 4, Nay: 0, Absent: 1

Wellston Public Schools

Receipt Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 7/1/2025 - 6/30/2026, Account: All, Status: All

Receipt No	Date		Received From			Prg	Unit	Amount	Status	
	Year	Fund	Acct Type	Acct No	Prj			Amount		
1	7/3/2025		Lincoln County Clerk					\$3,107.24	Posted	
	2026	11	AR	2300	000	000	050	\$3,107.24		
							2026 11 Total	\$3,107.24		
2	7/3/2025		Lincoln County Partnership					\$11,635.03	Posted	
	2026	11	AR	3640	155	000	050	\$11,635.03		
							2026 11 Total	\$11,635.03		
3	7/10/2025		OK Tax Commission					\$17,513.24	Posted	
	2026	11	AR	3110	000	000	050	\$3,900.43		
	2026	11	AR	3130	000	000	050	\$9,048.29		
	2026	11	AR	3120	000	000	050	\$4,564.52		
							2026 11 Total	\$17,513.24		
4	7/14/2025		Lincoln County Clerk					\$16,042.78	Posted	
	2026	11	AR	2100	000	000	050	\$527.16		
	2026	11	AR	3160	000	000	050	\$2.75		
	2026	11	AR	1110	000	000	050	\$6,646.36		
	2026	11	AR	1120	000	000	050	\$3,315.68		
	2026	11	AR	1350	000	000	050	\$716.49		
	2026	11	AR	2200	000	000	050	\$1,318.02		
	2026	11	AR	3150	000	000	050	\$32.21		
								2026 11 Total		\$12,558.67
	2026	21	AR	1110	000	000	050	\$950.01		
	2026	21	AR	1120	000	000	050	\$473.92		
								2026 21 Total		\$1,423.93
2026	41	AR	1110	000	000	050	\$1,327.43			
2026	41	AR	1120	000	000	050	\$732.75			
							2026 41 Total	\$2,060.18		
5	7/16/2025		Arvest CC Cash Back					\$57.29	Posted	
	2026	11	AR	1590	000	000	050	\$57.29		
							2026 11 Total	\$57.29		
6	7/23/2025		OK Land Commission					\$7,086.04	Posted	
	2026	11	AR	3140	000	000	050	\$7,086.04		
							2026 11 Total	\$7,086.04		
7	7/24/2025		Lincoln County Partnership					\$7,653.38	Posted	
	2026	11	AR	3640	155	000	050	\$7,653.38		
							2026 11 Total	\$7,653.38		
8	7/24/2025		Lincoln County Partnership					\$10,608.72	Posted	
	2026	11	AR	3640	155	000	050	\$10,608.72		
							2026 11 Total	\$10,608.72		
9	7/30/2025		Oklahoma State Department of Education					\$4,000.00	Posted	
	2026	11	AR	3413	305	000	050	\$4,000.00		
							2026 11 Total	\$4,000.00		
10	7/31/2025		First Bank and Trust MM Interest Earned					\$16.10	Posted	
	2026	11	AR	1310	000	000	050	\$16.10		
							2026 11 Total	\$16.10		

Wellston Public Schools

Receipt Register

Options: Fund: Governmental Funds, Show Detail: Yes, Date Range: 7/1/2025 - 6/30/2026, Account: All, Status: All

Receipt No	Date		Received From				Unit	Amount	Status
	Year	Fund	Acct Type	Acct No	Prj	Prg		Amount	
11		7/31/2025		First Bank and Trust Interest Earned				\$576.51	Posted
	2026	11	AR	1310	000	000	050	\$576.51	
							2026 11 Total	\$576.51	

Year and Fund Totals:

2026	11	\$74,812.22
2026	21	\$1,423.93
2026	41	\$2,060.18

Total Receipts Posted = \$78,296.33

Total Receipts Not Posted = \$0.00

Wellston Public Schools

Outstanding Payments

Options: Funds: 11-41, As Of Date: 7/31/2025

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
Total: 2024 11							\$50.00
2025	11	1436	10/30/2024	10/31/2024	12465	KELSEY MASON	\$75.35
2025	11	1965	2/14/2025	2/28/2025	772	FUELMAN	\$743.92
2025	11	2630	5/27/2025	5/31/2025	12013	AMERICAN FIDELITY FLEX DEPT	\$426.67
2025	11	2631	5/27/2025	5/31/2025	161	AMERICAN FIDELITY ANNUITY	\$25.00
2025	11	2632	5/27/2025	5/31/2025	162	AMERICAN FIDELITY ASSURANCE	\$3323.50
2025	11	2637	5/27/2025	5/31/2025	348	PRE PAID LEGAL SERVICE	\$306.85
2025	11	2639	5/27/2025	5/31/2025	761	EMPLOYEES GROUP INSURANCE PR	\$31762.10
2025	11	2652	6/3/2025	6/30/2025	473	TEACHER RETIREMENT SYSTEM	\$59.85
2025	11	2653	6/3/2025	6/30/2025	10	TEACHER RETIREMENT SYSTEM	\$44.10
2025	11	2679	6/16/2025	6/30/2025	80184	RENEE S BUCKLEY	\$689.25
2025	11	2698	6/19/2025	6/30/2025	473	TEACHER RETIREMENT SYSTEM	\$19.97
2025	11	2699	6/19/2025	6/30/2025	10	TEACHER RETIREMENT SYSTEM	\$14.72
2025	11	2702	6/30/2025	6/30/2025	80	OKLA TAX COMMISSION	\$2.00
2025	11	2703	6/30/2025	6/30/2025	473	TEACHER RETIREMENT SYSTEM	\$49.88
2025	11	2704	6/30/2025	6/30/2025	10	TEACHER RETIREMENT SYSTEM	\$36.75
2025	11	2706	6/30/2025	6/30/2025	13537	360 REFRIGERATION	\$315.00
2025	11	2715	5/27/2025	6/30/2025	205	AFLAC	\$656.22
Total: 2025 11							\$38,551.13
2026	11	1003	7/16/2025	7/31/2025	12366	ALLIED ELEVATOR SER INC	\$240.00
2026	11	1012	7/16/2025	7/31/2025	13555	STAR2STAR COMMUNICATIONS, LL	\$698.80
2026	11	1025	7/21/2025	7/31/2025	12699	STARFALL EDUCATION FOUNDATIO	\$355.00
2026	11	1029	7/28/2025	7/31/2025	12078	AF PLAN SERVE	\$11.00
2026	11	1030	7/28/2025	7/31/2025	355	AT&T	\$48.70
2026	11	1031	7/28/2025	7/31/2025	13262	B&C BUSINESS PRODUCTS	\$135.69
2026	11	1032	7/28/2025	7/31/2025	13261	BARLOW ED MANAG SERV	\$566.00
2026	11	1033	7/28/2025	7/31/2025	12024	CLEARWATER ENTERPRISES, LLC	\$68.16
2026	11	1034	7/28/2025	7/31/2025	240	HOME DEPOT CREDIT SERVICES	\$523.85
2026	11	1035	7/28/2025	7/31/2025	144	LOWE'S	\$319.13
2026	11	1036	7/28/2025	7/31/2025	13013	PLANK AUTO SUPPLY	\$14.98
Total: 2026 11							\$2,981.31
Total Outstanding:							\$41,582.44

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2025

Assets

Cash

11	2013	GEN FUND-FOR OP		
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		\$0.00
11	2025	GENERAL		\$304,241.12
11	2026	GENERAL		\$58,817.31
				<u>(\$319.49)</u>
			Fund 11 Total	\$362,738.94
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		\$0.00
21	2024	BUILDING		\$0.00
21	2025	BUILDING		\$0.00
21	2026	BUILDING		\$258,852.76
			Fund 21 Total	<u>\$1,423.93</u>
			Fund 21 Total	\$260,276.69
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	<u>\$0.00</u>
			Fund 22 Total	\$0.00
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
				\$0.00

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2025

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
31	2025	BUILDING BOND		\$0.00
				\$516,617.97
			Fund 31 Total	\$516,617.97
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
32	2025	TRANSPORTATION BOND		\$0.00
				\$145,000.00
			Fund 32 Total	\$145,000.00
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
41	2025	SINKING		\$0.00
41	2026	SINKING		\$6,549.73
				\$2,060.18
			Fund 41 Total	\$8,609.91
60	2017	HS/MS ACTIVITY FUND		\$234,456.04
60	2018	HS/MS ACTIVITY FUND		\$444,083.53
60	2019	HS/MS ACTIVITY FUND		\$530,359.71
60	2020	HS/MS ACTIVITY FUND		\$307,144.88
60	2021	HS/MS ACTIVITY FUND		\$304,689.75
60	2022	HS/MS ACTIVITY FUND		\$338,988.68
60	2023	HS/MS ACTIVITY FUND		\$469,400.43
60	2024	HS/MS ACTIVITY FUND		\$473,849.39
60	2025	HS/MS ACTIVITY FUND		\$111,875.63
60	2026	HS/MS ACTIVITY FUND		\$113,346.96
			Fund 60 Total	\$3,328,195.00
61	2017	ELEMENTARY ACTIVITY FUND		\$78,565.40
61	2018	ELEMENTARY ACTIVITY FUND		\$83,655.53
61	2019	ELEMENTARY ACTIVITY FUND		\$84,036.71
61	2020	ELEMENTARY ACTIVITY FUND		\$52,772.59
61	2021	ELEMENTARY ACTIVITY FUND		\$61,776.43
61	2022	ELEMENTARY ACTIVITY FUND		\$81,885.55
61	2023	ELEMENTARY ACTIVITY FUND		\$86,069.83
61	2024	ELEMENTARY ACTIVITY FUND		\$85,515.73

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2025

61	2025	ELEMENTARY ACTIVITY FUND		\$69,503.31
61	2026	ELEMENTARY ACTIVITY FUND		\$31,429.21
				Fund 61 Total \$715,210.29
81	2024	GIFT FUND		\$241.00
				Fund 81 Total \$241.00
				Cash Total \$5,336,889.80
Investments				
11	2017	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
				Fund 11 Total \$0.00
61	2017	ELEMENTARY ACTIVITY FUND		\$0.00
				Fund 61 Total \$0.00
				Investments Total \$0.00
Revenue Receivable				
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		\$0.00
11	2025	GENERAL		(\$5,847,576.79)
11	2026	GENERAL		(\$5,677,205.78)
				(\$74,812.22)
				Fund 11 Total (\$11,599,594.79)
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		\$0.00
21	2025	BUILDING		\$0.00
21	2026	BUILDING		(\$506,474.76)
				(\$1,423.93)
				Fund 21 Total (\$507,898.69)

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2025

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		(\$245,039.16)
				\$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
31	2025	BUILDING BOND		\$0.00
				(\$638,415.56)
			Fund 31 Total	(\$638,415.56)
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		\$0.00
32	2025	TRANSPORTATION BOND		(\$160,000.00)
				(\$145,000.00)
			Fund 32 Total	(\$305,000.00)
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
41	2025	SINKING		\$0.00
41	2026	SINKING		(\$226,934.73)
				(\$2,060.18)
			Fund 41 Total	(\$228,994.91)
60	2017	HS/MS ACTIVITY FUND		(\$234,456.04)
60	2018	HS/MS ACTIVITY FUND		(\$362,614.15)
60	2019	HS/MS ACTIVITY FUND		(\$439,726.29)
60	2020	HS/MS ACTIVITY FUND		(\$233,371.90)
60	2021	HS/MS ACTIVITY FUND		(\$227,256.25)
60	2022	HS/MS ACTIVITY FUND		(\$259,589.32)

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2025

60	2023	HS/MS ACTIVITY FUND		
60	2024	HS/MS ACTIVITY FUND		(\$359,418.28)
60	2025	HS/MS ACTIVITY FUND		(\$374,795.29)
60	2026	HS/MS ACTIVITY FUND		(\$381,937.29)
				(\$1,471.33)
			Fund 60 Total	(\$2,874,636.14)
61	2017	ELEMENTARY ACTIVITY FUND		(\$53,288.83)
61	2018	ELEMENTARY ACTIVITY FUND		(\$51,232.30)
61	2019	ELEMENTARY ACTIVITY FUND		(\$48,910.04)
61	2020	ELEMENTARY ACTIVITY FUND		(\$35,699.63)
61	2021	ELEMENTARY ACTIVITY FUND		(\$38,498.43)
61	2022	ELEMENTARY ACTIVITY FUND		(\$52,057.83)
61	2023	ELEMENTARY ACTIVITY FUND		(\$33,420.22)
61	2024	ELEMENTARY ACTIVITY FUND		(\$30,978.86)
61	2025	ELEMENTARY ACTIVITY FUND		(\$38,763.12)
			Fund 61 Total	(\$382,849.26)
81	2024	GIFT FUND		(\$241.00)
			Fund 81 Total	(\$241.00)
			Revenue Receivable Total	(\$16,782,669.51)
			Assets Total	(\$11,445,779.71)

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		\$50.00
11	2025	GENERAL		\$38,551.13
11	2026	GENERAL		\$2,981.31
			Fund 11 Total	\$41,582.44
12	2017	CO-OP		\$0.00
			Fund 12 Total	\$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		\$0.00
21	2025	BUILDING		\$0.00
			Fund 21 Total	\$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

**Wellston Public Schools
Balance Sheet**

Options: As Of Date: 7/31/2025

			Fund 22 Total	\$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
31	2025	BUILDING BOND		\$0.00
			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
41	2025	SINKING		\$0.00
			Fund 41 Total	\$0.00
			Outstanding Warrants Total	\$41,582.44
Fund Balance				
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		(\$5,543,385.67)
11	2025	GENERAL		(\$5,656,939.60)
11	2026	GENERAL		(\$78,113.02)
			Fund 11 Total	(\$11,278,438.29)
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

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2025

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		\$0.00
21	2025	BUILDING		\$0.00
				<u>(\$247,622.00)</u>
			Fund 21 Total	(\$247,622.00)
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
				<u>(\$245,039.16)</u>
			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
31	2025	BUILDING BOND		\$0.00
				<u>(\$121,797.59)</u>
			Fund 31 Total	(\$121,797.59)
32	2013	BOND FUND		\$0.00
32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
				<u>(\$160,000.00)</u>
			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

Wellston Public Schools

Balance Sheet

Options: As Of Date: 7/31/2025

41	2024	SINKING		\$0.00
41	2025	SINKING		
				<u>(\$220,385.00)</u>
			Fund 41 Total	(\$220,385.00)
60	2017	HS/MS ACTIVITY FUND		\$0.00
60	2018	HS/MS ACTIVITY FUND		\$81,469.38
60	2019	HS/MS ACTIVITY FUND		\$90,633.42
60	2020	HS/MS ACTIVITY FUND		\$73,772.98
60	2021	HS/MS ACTIVITY FUND		\$77,433.50
60	2022	HS/MS ACTIVITY FUND		\$79,399.36
60	2023	HS/MS ACTIVITY FUND		\$109,982.15
60	2024	HS/MS ACTIVITY FUND		\$99,054.10
60	2025	HS/MS ACTIVITY FUND		(\$270,061.66)
60	2026	HS/MS ACTIVITY FUND		
				<u>\$111,875.63</u>
			Fund 60 Total	\$453,558.86
61	2017	ELEMENTARY ACTIVITY FUND		\$25,276.57
61	2018	ELEMENTARY ACTIVITY FUND		\$32,423.23
61	2019	ELEMENTARY ACTIVITY FUND		\$35,126.67
61	2020	ELEMENTARY ACTIVITY FUND		\$17,072.96
61	2021	ELEMENTARY ACTIVITY FUND		\$23,278.00
61	2022	ELEMENTARY ACTIVITY FUND		\$29,827.72
61	2023	ELEMENTARY ACTIVITY FUND		\$52,649.61
61	2024	ELEMENTARY ACTIVITY FUND		\$54,536.87
61	2025	ELEMENTARY ACTIVITY FUND		\$30,740.19
61	2026	ELEMENTARY ACTIVITY FUND		
				<u>\$31,429.21</u>
			Fund 61 Total	\$332,361.03
			Fund Balance Total	<u>(\$11,487,362.15)</u>
			Liabilities, Reserves and Fund Balance Total	<u><u>(\$11,445,779.71)</u></u>

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	78,296.33	78,113.02
August	307,537.94	174,525.72	264,046.01	237,792.96	336,646.62	353,374.92	449,149.14	639,219.08		
September	424,000.31	514,116.06	293,770.22	904,767.39	337,665.16	893,607.06	315,417.05	229,545.28		
October	296,172.12	395,513.40	293,772.73	142,823.27	313,995.24	139,051.86	285,038.35	508,780.88		
November	282,432.71	583,333.66	268,401.34	617,346.48	405,242.48	375,202.58	459,619.24	749,308.81		
December	384,191.86	370,988.92	786,725.89	447,619.53	503,919.59	493,599.88	352,568.11	256,803.26		
January	1,033,658.15	408,799.00	1,124,303.32	402,321.48	1,124,446.37	476,455.98	1,233,202.46	570,309.71		
February	493,638.47	468,307.74	516,977.28	421,003.13	610,238.77	488,494.70	537,341.78	412,227.80		
March	290,797.46	376,783.17	349,672.33	714,308.55	474,074.07	510,565.71	340,290.78	52,891.51		
April	663,549.54	620,509.44	478,381.44	342,293.27	531,673.14	655,467.36	515,020.42	681,206.30		
May	641,746.02	1,323,932.57	382,670.15	1,293,769.93	648,533.81	1,419,006.25	456,251.98	1,334,851.55		
June	554,604.91	86,765.69	671,708.04	124,571.10	469,366.57	103,516.61	1,222,793.72	169,634.13		
Totals	\$5,517,107.41	#####	\$5,481,178.16	\$5,721,618.48	\$5,798,132.88	\$6,032,125.22	\$6,206,389.43	\$5,649,929.91	\$78,296.33	#####
over/short		(\$45,804.04)		(\$240,440.32)		(\$233,992.34)		\$556,459.52		\$183.31

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	74,812.22	78,113.02
August	304,784.09	127,405.72	262,552.03	110,570.22	334,726.87	208,374.92	446,827.78	514,158.08		
September	421,722.16	443,007.58	289,383.14	902,517.39	334,374.66	893,607.06	312,657.26	105,734.28		
October	293,000.00	384,195.90	291,710.71	83,959.52	310,905.18	133,676.86	282,119.26	482,874.94		
November	281,283.24	583,333.66	266,728.66	617,346.48	403,894.20	375,202.58	458,551.90	749,308.81		
December	375,921.95	369,588.92	776,849.10	444,760.03	501,779.49	493,599.88	350,808.03	256,803.26		
January	864,094.17	408,799.00	944,085.33	402,321.48	895,110.40	456,407.49	1,036,373.88	570,309.71		
February	443,327.89	468,307.74	465,709.94	407,767.51	548,927.25	483,235.43	435,369.24	412,227.80		
March	285,607.00	376,783.17	345,364.79	713,114.80	464,790.03	510,565.71	335,738.54	52,891.51		
April	628,520.08	395,081.94	446,348.16	71,924.02	496,063.06	435,092.36	488,673.53	461,497.15		
May	623,567.67	1,320,653.75	363,601.04	1,270,329.93	634,346.97	1,419,006.25	435,045.82	1,333,869.08		
June	551,594.01	86,765.69	561,253.58	122,684.35	407,791.48	61,012.93	420,227.83	75,299.10		
Totals	\$5,215,634.19	\$5,107,294.73	\$5,062,455.44	\$5,220,297.12	\$5,373,620.52	\$5,593,563.78	\$5,039,494.68	\$5,059,650.32	\$74,812.22	\$78,113.02
over/short	\$108,339.46		(\$157,841.68)		(\$219,943.26)		(\$20,155.64)		(\$3,300.80)	

July 2025

<u>General #11</u>			<u>Building #21</u>	
\$	324,457.30	Balance Forward	\$	258,852.76
\$	78,113.02	Warrants 1001 - 1039 & 1064		Balance Forward Warrants
			\$	1,423.93
\$	3,107.24	7/3 Lincoln County Clerk		7/14 Lincoln County Clerk
\$	11,635.03	7/3 Lincoln County Partnership		
\$	17,513.24	7/3 Lincoln County Partnership		
\$	12,558.67	7/14 Lincoln County Clerk	\$	260,276.69
\$	57.29	7/16 Arvest CC Cash Back		Balance
\$	7,086.04	7/23 OK Land Commission	<u>Building Bond #31</u>	
\$	7,653.38	7/24 Lincoln County Partnership	\$	516,617.97
\$	10,608.72	7/24 Lincoln County Partnership		Balance Forward
\$	4,000.00	7/30 OSDE Inspired to Teach Incentive	\$	516,617.97
\$	16.10	7/31 First Bank & Trust MM Interest		Balance
\$	576.51	7/31 First Bank & Trust Interest	<u>Sinking Fund #41</u>	
			\$	6,549.73
			\$	2,060.18
				7/14 Lincoln County Clerk
			\$	8,609.91
				Balance
			<u>Gift Fund #81</u>	
			\$	241.00
				Balance Forward
			\$	241.00
				Balance
			<u>Transportation Bond #32</u>	
			\$	145,000.00
				Balance Forward
\$	321,156.50	Balance		

#900211

\$	6,626.06	Balance Forward
\$	16.10	Interest earned
\$	5.00	Dormant Service Charge
\$	6,637.16	Balance

\$	1,251,718.76	Balance Forward
\$	78,296.33	Revenue
\$	78,113.02	Expenses
\$	1,251,902.07	Balance

\$	1,286,848.10	Bank Balance
\$	41,582.44	Outstanding Warrants
\$	6,637.16	Money Market
\$	0.75	Kelly Curry Bank Check
\$	1,251,902.07	Balance

General

\$	74,812.22	Revenue
\$	78,113.02	Expenses

Wellston Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS	\$0.00	\$0.00	\$7,354.58	\$0.00	\$7,354.58	\$200.00	\$7,154.58
802 FFA	\$0.00	\$1,050.00	\$20,494.88	\$925.00	\$20,619.88	\$2,760.00	\$17,859.88
807 WEA	\$0.00	\$0.00	\$8,040.98	\$0.00	\$8,040.98	\$0.00	\$8,040.98
808 H.S. SOFTBALL	\$0.00	\$300.00	\$4,531.34	\$1,618.50	\$3,212.84	\$500.00	\$2,712.84
809 FCCLA	\$0.00	\$0.00	\$3,227.17	\$57.98	\$3,169.19	\$650.00	\$2,519.19
811 MURAL FUND	\$0.00	\$0.00	\$489.50	\$0.00	\$489.50	\$0.00	\$489.50
812 YEARBOOK	\$0.00	\$0.00	\$2,835.57	\$0.00	\$2,835.57	\$0.00	\$2,835.57
814 H.S. CHEERLEADERS	\$0.00	\$0.00	\$5,305.66	\$84.46	\$5,221.20	\$4,389.00	\$832.20
818 BAND	\$0.00	\$0.00	\$8,178.29	\$0.00	\$8,178.29	\$0.00	\$8,178.29
820 COUNSELOR	\$0.00	\$0.00	\$422.37	\$0.00	\$422.37	\$0.00	\$422.37
821 M.S. CHEERLEADERS	\$0.00	\$0.00	\$6,597.12	\$4,872.47	\$1,724.65	\$0.00	\$1,724.65
822 CONCESSION	\$0.00	\$0.00	\$5,288.81	\$0.00	\$5,288.81	\$0.00	\$5,288.81
824 NATIONAL HONOR SOCIETY	\$0.00	\$0.00	\$562.74	\$0.00	\$562.74	\$0.00	\$562.74
828 ART CLASS	\$0.00	\$0.00	\$105.48	\$0.00	\$105.48	\$0.00	\$105.48
829 CLASS OF 2026	\$0.00	\$0.00	\$4,177.27	\$0.00	\$4,177.27	\$0.00	\$4,177.27
830 CLASS OF 2028	\$0.00	\$0.00	\$283.38	\$0.00	\$283.38	\$0.00	\$283.38
832 FELLOWSHIP CHRISTIAN ATHLETES	\$0.00	\$0.00	\$30.34	\$0.00	\$30.34	\$0.00	\$30.34
834 BASEBALL	\$0.00	\$0.00	\$6,886.54	\$299.75	\$6,586.79	\$3,940.00	\$2,646.79
836 BETTY WATERSON-CNP	\$0.00	\$0.00	\$532.97	\$0.00	\$532.97	\$60.00	\$472.97
837 MISCELLANEOUS	\$0.00	\$47.12	\$2,314.48	\$0.00	\$2,361.60	\$0.00	\$2,361.60
838 PARAGON	\$0.00	\$74.21	\$0.00	\$0.00	\$74.21	\$0.00	\$74.21
841 CLASS OF 2027	\$0.00	\$0.00	\$97.48	\$0.00	\$97.48	\$0.00	\$97.48
843 LIBRARY	\$0.00	\$0.00	\$464.50	\$0.00	\$464.50	\$0.00	\$464.50
845 GOLF	\$0.00	\$0.00	\$269.80	\$0.00	\$269.80	\$0.00	\$269.80
846 SCIENCE CLUB	\$0.00	\$0.00	\$77.51	\$0.00	\$77.51	\$0.00	\$77.51
848 DEVICE INSURANCE	\$0.00	\$0.00	\$1,960.44	\$0.00	\$1,960.44	\$1,349.95	\$610.49
850 LEGAKO SCHOLARSHIP FUND	\$0.00	\$0.00	\$13,751.87	\$0.00	\$13,751.87	\$0.00	\$13,751.87
851 H.S. MISC	\$0.00	\$0.00	\$107.93	\$0.00	\$107.93	\$0.00	\$107.93
852 GIRLS BASKETBALL	\$0.00	\$0.00	\$4,193.99	\$0.00	\$4,193.99	\$600.00	\$3,593.99
853 BOYS BASKETBALL	\$0.00	\$0.00	\$1,817.82	\$0.00	\$1,817.82	\$125.00	\$1,692.82
856 BPA	\$0.00	\$0.00	\$199.82	\$0.00	\$199.82	\$0.00	\$199.82
860 TROY SWAFFORD SCHOLARSHIP	\$0.00	\$0.00	\$1,275.00	\$0.00	\$1,275.00	\$0.00	\$1,275.00
Total	\$0.00	\$1,471.33	\$111,875.63	\$7,858.16	\$105,488.80	\$14,573.95	\$90,914.85

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 90 - 200, Fund(s): GENERAL

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	90	07/10/2025	794	CITY GLASS CO.	DOOR INSTALLATION	602.00
11	91	07/28/2025	12365	PALEN MUSIC	Flutes/Clarinets	3,000.00
11	92	07/28/2025	13713	OK DEPT OF CAREER & TECH EDUC	FACS NEW TEACHER ACADEMY	300.00
11	93	07/28/2025	924	OKACTE	FACS OK SUMMIT	292.00
11	94	07/28/2025	275	ROSS TRANSPORTATION, INC.	TRANSPORTATION SUPPLIES	521.52
11	95	08/01/2025	12487	OKLAHOMA CONCESSION SUPPLY	CNP PURCHASE	167.81
11	96	07/28/2025	13492	SIGMA TECHNOLOGY FUND LLC	E-RATE MANAGEMENT FEES	127.46
11	97	08/05/2025	13375	FIVE:7 EQUIPMENT, LLC	MAINTENANCE SERVICES	464.97
11	98	07/31/2025	13500	FIRST BANK & TRUST	BANK FEE	5.00
11	99	08/06/2025	13651	CYNTHIA HAGAR	BUS DRIVER PHYSICAL REIMBURSEMENT	25.00
11	100	07/21/2025	354	CHANDLER HARDWARE	MAINTENANCE SUPPLIES	59.07

Non-Payroll Total:	\$5,564.83
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$5,564.83

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 47 - 47, Fund(s): GENERAL

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	47	07/01/2025	13129	IXL LEARNING	YEARLY SUBSCRIPTION	3,281.25
Non-Payroll Total:						\$3,281.25
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$3,281.25

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
11 GENERAL	5,240,000.00	884,252.57	161,229.31	723,023.26	4,355,747.43	16.88%
Total 2025-2026	\$5,240,000.00	\$884,252.57	\$161,229.31	\$723,023.26	\$4,355,747.43	16.88 %
Report Total	\$5,240,000.00	\$884,252.57	\$161,229.31	\$723,023.26	\$4,355,747.43	16.88 %

Date Range: 7/1/2025 - 6/30/2026

Classification Bolding: N/A

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	1	Yes	No	2026
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	

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 2 - 10, Fund(s): BUILDING

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	2	08/05/2025	75	JACKSON ELECTRIC	MAINTENANCE SERVICES	2,087.69
Non-Payroll Total:						\$2,087.69
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$2,087.69

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
21 BUILDING	250,000.00	249,709.69	0.00	249,709.69	290.31	99.88%
Total 2025-2026	\$250,000.00	\$249,709.69	\$0.00	\$249,709.69	\$290.31	99.88 %
Report Total	\$250,000.00	\$249,709.69	\$0.00	\$249,709.69	\$290.31	99.88 %

Date Range: 7/1/2025 - 6/30/2026

Classification Bolding: N/A

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	1	Yes	No	2026
Fund	2	No	No	21
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	

Wellston Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 2 - 10, Fund(s): BUILDING BOND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	2	08/05/2025	13427	CALDWELL'S HEATING COOLING & REF	MAINTENANCE SERVICES	10,400.00

Non-Payroll Total:	<u>\$10,400.00</u>
Payroll Total:	\$0.00
Balance Forward:	<u>\$0.00</u>
Report Total:	<u><u>\$10,400.00</u></u>



Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Date 7/31/2025
Quote No. Q-167937
Acct. No. 12206787
Total 1,500.00
Pricing Expires 01/10/2026

Wellston School District I-004
PO Box 60
Wellston OK 74881
United States

1 year Digital Access

Payment Term	Contract Start	Contract End
Net 30	8/1/2025	7/31/2026

Site	Description	End Date	Qty	Per Unit	Amount
Wellston Elementary School	Imagine Math Site License	07/31/2026	1	1,500.00	1,500.00

Subtotal 1,500.00
Tax Total 0.00
Total 1,500.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Please note that the paper used in our products and the paper and components included in our science and math kits are sourced from suppliers that may become subject to tariffs. While we are actively managing our supply chain to minimize the effect of any tariffs that may be imposed, we reserve the right to apply a tariff surcharge to offset increased costs if necessary. We will provide thirty (30) days advance notice regarding the imposition of any such surcharges.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

**Wellston School District
I-004**

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative

Michael Coffman
Account Executive -
michael.coffman@imaginelearning.com
imaginelearning.com

**DRESS AND PERSONAL GROOMING
TEACHERS**

Recognizing the many different dress and grooming tastes among its professional staff, it is the policy of the Wellston Board of Education that principals will dress in the appropriate fashion to maintain the professional image and encourage all school personnel to dress appropriately to reflect pride and professionalism.

The board also feels that the faculty members are professional people, and their dress should be a compliment to the profession and a positive example for the students and the community.

All teachers and support employees should dress appropriately considering the accepted custom and style of the community and the educational profession. ~~Teachers shall refrain from any style of dress, hairstyling, or personal grooming that might subject the faculty or school to undue criticism.~~ Immodest or suggestive clothing styles or designs, graphic T-shirts, exposed midriff, low-cut or see-through blouses, etc., are not acceptable.

No cutoffs of any kind shall be worn inside the school building. The coaching staff, when coaching in the areas of their assignment, may wear athletic wear which could include athletic shorts ~~cutoffs~~.

Blue jeans should only be worn with administrative approval for specific events such as spirit days, certain field tips, weather, etc.

The administration shall be held responsible for interpreting and implementing these regulations.

FLAGS

It is the policy of the Wellston Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

Any American flag flown on school premises shall be flown in accordance with 4 U.S.C. §§ 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action.

The school day will begin with a flag salute which shall include the recitation of the Pledge of Allegiance. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

REFERENCE: 25 O.S. §91.2
25 O.S. §153
70 O.S. §24-106
Accreditation Standard 210:35-3-5

DATA MANAGEMENT

The clerk of the Wellston Board of Education will supervise the management of all records kept by the school district.

The board will contract for the services of an electronic data processing system to manage financial and other business records and perform other needed functions. Responsibility for oversight of the system will rest with the clerk of the board.

The clerk is authorized to destroy all financial records and documents on file, including those in electronic format, in the district offices for more than five years. Minutes of board meetings will be kept permanently. ~~Student and personnel records will be managed in accordance with board policy and applicable state and federal laws.~~

The transcript of a student shall be maintained by the school district for not less than eighty (80) years following the graduation, transfer, or date the student is withdrawn from the school district. "Transcript" will include the following:

1. The permanent academic record of a student which shall include the name, address, telephone listing;
2. The date and place of birth of the student;
3. An inventory of courses taken;
4. All grades received;
5. Grade-point averages or class rank;
6. All academic and extracurricular honors and awards received;
7. All degrees conferred;
8. Extracurricular or afterschool activities.

All non-transcript information in a student's record shall be disposed of by the school district at a time selected by the administration that is between five (5) years and seven (7) years after the student has graduated, transferred, or withdrawn from the school district. The school district shall comply with the notification of destruction of records requirements set forth by the State Board of Education.

Materials to which the public has the right of access may be reproduced and provided to any citizen requesting such material at a charge to cover the cost of reproduction.

REFERENCE: 70 O.S. §5-122

TOBACCO USE PROHIBITED

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

Tobacco Cessation Support

- Wellston School District will refer employees, parents/guardians, family members, and students (13 and older) interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other cessation resources, if available.
- Wellston School District will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or OKHelpline.com) to ensure awareness of the statewide services that are available.
- Free cessation counseling is offered by the Oklahoma Tobacco Helpline (1-800-QUIT-NOW)

REFERENCE: 21 O.S. §1247
63 O.S. §1-1522, et seq.
70 O.S. § 1210.212
20 U.S.C. §6083

WELLSTON
PUBLIC SCHOOLS



2025-2026
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

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:

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

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

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

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

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

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

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

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

Language Arts

4 units or sets of competencies

1 unit of Grammar and Composition
and

3 units which may include

American Literature

English Literature

World Literature

Advanced English Courses

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

Social Studies

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit which may include:

World History

Geography

Economics

Anthropology

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

Mathematics

3 units or sets of competencies

1 unit of Algebra I ¹
and

2 units which may include:

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

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

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

- Other mathematics courses with content and/or rigor equal to or above Algebra I
- A science, technology, engineering and math (STEM) block course.

The Arts and Computer Education

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music 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 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 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).

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

GRADES

Progress reports will be provided to the student every three weeks. 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. 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 only attend for those tests. Students not exempt are required to attend school that day.

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

ATTENDANCE

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important 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/virtual academy or alternative school), after the school has made reasonable attempts to intervene and assist the student.

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

MAKE UP WORK

All arrangements to make up work due to an absence will be made on the first day the student returns to school. **It will be the 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.

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.

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 7th and 8th grade students).
- b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester they attend.

- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same 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 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college 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.

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-12th 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:

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—paddling—is warranted.

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

Parents, guardians, and students residing in this school district are also advised 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:

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

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

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

1. Prior to 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 allowed to be on school campuses, in the possession of students. However, students WILL NOT be allowed to use these devices during the school day.

DRESS CODE

We want students to be dressed and groomed appropriately for the occasion. Because of different interpretations of what is or is not appropriate, we reserve the right to ask anyone whose appearance is disruptive or 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 21st 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, 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.

ELEMENTARY PROMOTION POLICY

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

MIDDLE SCHOOL RETENTION POLICY

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study.

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

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

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

WELLSTON SCHOOLS CONCURRENT ENROLLMENT

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

Concurrent enrollment courses will be recorded on the students' high school transcripts as either academic or elective credit. Students shall receive high school academic credit if the concurrent course content and objectives align 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.

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.

NOTICE OF NON-DISCRIMINATION

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

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

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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 Grimmitt, 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.

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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 1st 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.

ACTIVITY FUND ACCOUNT

SPONSOR'S NAME Driskill Sawyer

CLUB OR ORGANIZATION Baseball

ACCOUNT NAME Baseball

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.

Baseball/Softball Halloween Game/Hit A Thon

6th Grade Basketball Tournament

Raffle, Advertisement Signs, JH Baseball Tournament, Concession Stand, Team Store
Concession stand

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

Concession stand supplies

Tournament entry fees

Baseball Uniforms

Warm up gear

Baseball field supplies

Locker room cleaning supplies

Baseball equipment

Flowers and Senior Night supplies

Team Awards/Plaques

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.

Tracy Johnson ACTIVITY FUND ACCOUNT

SPONSOR'S NAME

Tracy Johnson

CLUB OR ORGANIZATION

Wellston Elementary Classroom Account

ACCOUNT NAME

2nd 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 Fee

Fall Festival

Snack Money (donation only)

Field Trip Fees

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

Snacks

Field Trips

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.