

**Woodward
High School
Student/
Parent
Handbook
2026-2027**

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about the school in a concise and convenient form—It is impossible to incorporate all information into a handbook; however, you should find sufficient information in this handbook to enable you to fulfill most of your responsibilities as a student. The information provided and the regulations and policies outlined in this handbook are not intended to be all-inclusive. Any situations not specifically included in this handbook are left to the discretion of the Woodward High School Administration. All the regulations in this handbook have been reviewed and approved by the Woodward Board of Education and are a part of the Board of Education policies.

TRADITIONS

MISSION STATEMENT

We believe Woodward Boomers will become life-long learners
with a pioneer spirit — cooperative, productive,
responsible, and ready for the future.

ALMA MATER

Come join in song together;
shout with might and main;
Our beloved Woodward High School,
Sound her praise again.
Woodward High School,
ever my school,
truest, fairest, best;
Pride of Western Oklahoma, Cheer! Cheer!
Rah! for W.H.S.

Boomer Colors—Old Gold and Black banner that we love;

Mascot—Conestoga Wagon It will lead us in the conflict

DAILY SCHEDULE & CONTACTS

5 Minute passing time between classes

Monday Early Release Schedule

1st Period 8:15 - 9:00
2nd Period 9:05 - 9:45
3rd Period 9:50 - 10:30
4th Period 10:35 - 11:20
LUNCH 11:25 - 12:05
5th Period 12:10 - 12:50
6th Period 12:55 - 1:35
7th Period 1:40 - 2:20
FLEX Time 2:25 - 3:30

Daily Bell Schedule (Tue-Fri)

1st Period 8:15 - 9:10
2nd Period 9:15 - 10:05
3rd Period 10:10 - 11:05
LUNCH 11:10 - 11:50
4th Period 11:55 - 12:45
5th Period 12:50 - 1:40
6th Period 1:45 - 2:35
7th Period 2:40 - 3:30

Important Numbers

Principals' Office — 256-5329
Attendance Office - 256 - 6669
Counselors' Office — 256-2858

Important Dates

| School Calendar | | Test Dates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------|--|-----------------|--|--|-------------|------------|-------------|--------------|--|--|-----------------|------------|-----------------|--|---------|---------|--------|--|--|----------|---------|---------|--|--|----------|---------|----------|--|--|---------|---------|--------|--|--|---------|--------|---------|--|--|---------|--------|---------|--|--|---------|--------|---------|--|--|
| Aug. 10,11 Professional Days Aug. 12 Site Day Aug. 13 First Day of Classes Sept. 7 Labor Day Sept. 21 Professional Day - No School Oct. 9 End of 1st Quarter Oct. 12 & 13 Parent/Teacher Conf. Oct. 15 No School - P/T Conf Obs. Oct. 16,19 Fall Break Nov. 23-27 Thanksgiving Break Dec. 17 & 18 Semester Tests Dec. 18 End of 2nd Qtr. Dec. 21 - Jan 1 Christmas Break Jan. 4 Teacher Work Day Jan. 5 Classes Resume Jan. 18 Professional Day - No School Mar. 8 & 10 Parent-Teacher Conf. Mar. 11 End of 3rd Qtr. Mar. 12 No School - P/T Conf Obs Mar. 15-19 Spring Break Mar. 26 Good Friday- No School Apr. 23 Snow Day - No School Apr. 30 Snow Day - No School May 7 Snow Day - No School May 9 Baccalaureate May 14 Snow Day - No School May 16 Graduation May 17 & 18 Semester Tests May 18 Last Day of School May 19 Teacher Work Day | | Testing schedule not yet released State Testing Window TBA <table border="1"> <thead> <tr> <th>Date</th> <th>Reg</th> <th>Late</th> <th>Photo</th> <th></th> </tr> <tr> <th></th> <th>Deadline</th> <th>Reg</th> <th>Deadline</th> <th></th> </tr> </thead> <tbody> <tr> <td>9/19/26</td> <td>8/14/26</td> <td>9/1/26</td> <td></td> <td></td> </tr> <tr> <td>10/17/26</td> <td>9/11/26</td> <td>9/29/26</td> <td></td> <td></td> </tr> <tr> <td>12/12/26</td> <td>11/6/26</td> <td>11/29/26</td> <td></td> <td></td> </tr> <tr> <td>2/27/27</td> <td>1/22/27</td> <td>2/9/27</td> <td></td> <td></td> </tr> <tr> <td>4/10/27</td> <td>3/5/27</td> <td>3/23/27</td> <td></td> <td></td> </tr> <tr> <td>6/12/27</td> <td>5/7/27</td> <td>5/25/27</td> <td></td> <td></td> </tr> <tr> <td>7/10/27</td> <td>6/4/27</td> <td>6/22/27</td> <td></td> <td></td> </tr> </tbody> </table> | | | | Date | Reg | Late | Photo | | | Deadline | Reg | Deadline | | 9/19/26 | 8/14/26 | 9/1/26 | | | 10/17/26 | 9/11/26 | 9/29/26 | | | 12/12/26 | 11/6/26 | 11/29/26 | | | 2/27/27 | 1/22/27 | 2/9/27 | | | 4/10/27 | 3/5/27 | 3/23/27 | | | 6/12/27 | 5/7/27 | 5/25/27 | | | 7/10/27 | 6/4/27 | 6/22/27 | | |
| Date | Reg | Late | Photo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Deadline | Reg | Deadline | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6/12/27 | 5/7/27 | 5/25/27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/10/27 | 6/4/27 | 6/22/27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | See your counselor for SAT test dates PSAT-NMSQ- For Juniors to qualify for National Merit Scholarship opportunities. Freshmen and Sophomores may take it for practice. Date TBA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Academic Affairs

Woodward High School is tasked with the preparation of its students for the real world of college, career, and adult life. Therefore, WHS will create comprehensive and/or cumulative semester/nine weeks exams that resemble tests that they will take throughout their high school careers and later in their life long endeavors and careers.

AMERICANS WITH DISABILITIES ACT PROCEDURES

The Americans with Disabilities Act of 2008 secures the right of individuals to file a complaint with a school district or other public entity in any instance in which the individual believes that a violation of the ADA requirements related to public entities has occurred. Employees who believe a violation of the ADA's requirement, related to the District, has occurred with respect to the employee's employment may utilize the acceptable employee grievance procedure. Employees who believe that a violation has occurred but it does not involve the employee's employment may utilize this grievance procedure to secure a review of a claim, cause or concern arising under the ADA.

The district's ADA compliance officer or designee shall provide, upon request, a grievance form. The form shall include the person's name, address, and explanation of the grievance, and reference to facts, documents, wit-nesses or other proof or support for the claim. Additionally, each person filing a grievance shall state the relief requested and any recommendations for addressing, correcting, or otherwise adjusting the perceived problem, concern or complaint. All grievances shall be confidential and without retaliation to the grievant.

Level One: If the grievance is directed toward a teacher, the grievant will schedule an appointment to visit with the teacher within 5 days of the incident.

Level Two: After this initial meeting, if the grievance is not settled, the parent should discuss the grievance with the principal within 5 days of the initial meeting.

Level Three: If the grievance is not settled at level 2, the grievance will be immediately reviewed by the District's ADA compliance officer. The compliance officer will determine whether the grievant has supplied the information necessary to permit reasonable investigation of the claim or charge. If an insufficient statement of the grievance is submitted or if additional information is desirable, the compliance officer will inform the grievant. The grievant will have 10 calendar days to supply the necessary information. In the absence of supplemental information, the compliance officer will proceed with the investigation of the claim.

The compliance officer or designee will investigate the grievance. The investigation shall consist

of a review of documents, interviews with appropriate individuals and other action consistent with the nature and scope of the grievance.

The investigation must be completed within 30 days of the level one submission of the grievance. In the event the grievant submits additional information pursuant to the request of the compliance officer, the report shall be due within 30 days of the submission of the additional information. The compliance officer's report shall state the grievance, the scope of the investigation, findings related to the grievance, and a recommended disposition. A copy of the grievance decision shall be given to the grievant and the Superintendent.

Level Four: The grievant shall have 10 calendar days from the receipt of the compliance officer's report to appeal the recommendation or findings made to the Superintendent. The Superintendent or designee shall schedule a meeting to consider the report and recommendation of the compliance officer and the objection of the grievant. Following this meeting the Superintendent or designee may request additional investigation by the compliance officer, enter the Superintendent's own findings, adopt the relief requested by the grievant or take other action deemed necessary to achieve a reasonable resolution of the grievance. The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within 15 days from any meeting scheduled to discuss and consider the grievance.

AMERICANS WITH DISABILITIES ACT GRIEVANCE FORM

Name and Address of Charging Party:

Date:

Phone numbers where I may be reached:

Home:

Office:

Cell:

Statement of Grievance (please provide as detailed a statement as possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

Please identify any documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance form:

Please identify what action or relief you are seeking as a result of the grievance:

Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT THE ADA COMPLIANCE OFFICER FOR ASSISTANCE OR ACCOMMODATION.

ADA Compliance Officer
Woodward Public Schools
1023 10th
Woodward, OK 73801
(580) 256-6063

ASBESTOS INSPECTION: In accordance with federal law, Woodward High School, Middle School South, Middle School North, Cedar Heights, Horace Mann, Highland Park, Westwood, Oak Park, and Madison Park, were inspected for the presence of asbestos containing material during May 2006. Periodic surveillance inspections are performed semi-annually with formal re-inspection conducted every 3 years. Asbestos containing materials are divided into two categories: friable and

non-friable. Friable materials are those that can be crumbled by hand pressure, and therefore have a potential to release airborne fibers if the material is damaged or disturbed. Non-friable materials are hard, and therefore are incapable of releasing asbestos fibers, unless the materials are crushed, pulverized, abraded, or machined in some way. The complete inspection report and asbestos management plan is available for review during normal business hours in the school administration office. If you have any questions on the asbestos inspections of the school, please contact

Attendance Policy The Woodward Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum number of days, equal to no more than 10 absences, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement may be considered by the attendance committee on an individual basis. The state laws of Oklahoma require compulsory school attendance for anyone who has not reached the age of eighteen (18), graduated from high school, or furnishes satisfactory written evidence as to why the student should not attend school. The work offered in school is based on the assumption that the student will be present every day. No single factor will do more to aid students in their progress in school than regular attendance. It shall be unlawful for a parent, guardian or other person having custody of a child who is over the age of five and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of public schools.

A student who is absent more than 10 days of the scheduled classes during a semester shall not receive credit for that course. A student must be in attendance at least 90% to participate in athletic contests or other school activities. Hospitalization, contagious disease or illness which requires direct medical care by a physician constitutes an exception. Should you not agree with this policy, your parents may call the office and set up an appointment to appeal this ruling within five (5) days of the final notification from Woodward High School. A student who exceeds the 10-day absence policy before the end of the semester and does not have doctor excuses on file must attend all classes including the one (s) in which they have excessive absences. **Medical notes must be presented within ten (10) days of the approved absence.** Failure to attend may result in being suspended out of school for 3-10 days, and the District Attorney will be contacted. A parent conference will be required for readmittance.

Once a student is absent for 10 or more days in a semester he/she must provide appropriate documentation i.e. medical notes **must be presented within ten (10) days of the approved medical absence.** , court documents, etc. in order for an absence to be excused.

If a student is absent from school, parents should call the school at 256-6669 between 7:30 a.m. and 2:00 p.m. (preferably before 10:00) on the day of the absence. Parents/ guardians that have not called by 3:00 p.m. will be contacted that evening by our infinite campus portal, email,

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text and phone caller made by our computer system. The school will authorize absences due to illness, injury, or family emergency that cannot be foreseen or arranged prior to the day of the absence. Activities of an educational nature which cannot be foreseen or arranged prior to the day of the absence may be authorized at the discretion of the principal.

Contact for excused absences are the individual student's and parent's or guardian's responsibility. Too much instructional time is missed by calling students out of class. If the absence is not excused by a parent or guardian within 24 hours of the absence, the school will mark the absence as "unexcused." After this point, discipline for unexcused absences will be addressed by Woodward High School Administration and our Woodward Public Schools Student Resource Officer.

ATTENDANCE ON VIRTUAL DAYS

Students are required to complete assigned work on virtual days. Failure to do so will result in a 0. Deadlines and assignments are at the discretion of the teacher.

AWARDS AND SCHOLARSHIPS

The citizens and businesses of Woodward are very supportive of our student body. Many individuals, business firms, civic clubs, and sororities recognize and reward students' achievements by presenting awards and scholarships to deserving individuals. These awards and others sponsored by the school are presented at the annual awards assembly held near the end of the school year. **DRESS CODE WILL BE ENFORCED!**

BEHAVIOR DURING ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide students the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping feet, and booing are discourteous and will not be permitted. Yelling is appropriate only at pep assemblies. Inappropriate or unruly behavior may result in the suspension of pep rallies and assemblies.

Boomer Learning Academy

A learning academy has been established for those students who have dropped out, are experiencing problems with discipline or academic failure, or who have been suspended numerous times from the regular school environment. Other elements which will identify students for this program will include: high absentee rate, pregnancy, school-age parents, disrupted home and family situation, rehabilitating drug/alcohol abusers or over-age for present placement. In order for students to be considered for this program they must be identified as part of our at-risk student body (students that are in danger of not graduating.) Limited space is available.

Boomer Learning Academy is an educational placement that offers an alternative to the

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traditional classroom. It consists of an online curriculum that is completed either under a supervised classroom environment, or independent study. It is not designed to function in combination with a traditional classroom schedule. A student who chooses the virtual option will have a full virtual schedule, as opposed to a full traditional classroom setting.

Cheating: The first time any student is caught cheating in any form the student will receive a “zero” for the assignment. The second offense of cheating will cause the student to receive a “zero” and 3 days ISD. Any other problems of this nature may cause the student to receive a “F” for the semester and possible OSS as signed. Teachers will be required to complete a discipline form to be kept on file in the student’s discipline file in the office and contact the parent on all violations.

CHECKING A STUDENT OUT DURING THE SCHOOL DAY

If it is necessary for the student to leave campus during the school day (doctor’s appointments, funerals, etc.), the parent/guardian must call the attendance office prior to the necessary release time. If you become ill during the school day, go to the attendance office and your parent/guardian will be contacted. Do not stay in the restroom. The student will not be allowed to leave campus if the parent cannot be contacted (the principal may make exceptions in cases of emergency). The student must sign-out in the attendance office when leaving and sign-in upon returning to school. Students under the age of 18 will not be allowed to check out without parental permission. **Students are not allowed to check out during pep rallies or assemblies without prior parental contact and consent received before noon on the day of the pep rally. These count as an excused absence.** These activities take place during our instructional day, and thus we are responsible for students during this time. Parents must call before noon on the day of the pep rally or assembly for students to receive a blue slip. Only students with blue slips will be permitted to check out before a pep rally or assembly. Leaving campus without obtaining proper permission will result in an unexcused absence.

Chromebooks

Woodward High School has a 1 to 1 technology initiative that provides each student with a Chromebook for the school year. Students are required only to pay a \$30 insurance fee for the Chromebook. Every student is encouraged and expected to participate in the 1:1 program. Financial assistance is available for qualifying students. Students are expected to bring their Chromebook to school each day fully charged and ready to use for class work.

CLUBS & ORGANIZATIONS

Art Club

Academic Team

Band

Boomer Expressions
Boomer TV
Chorus
Cultural Exchange Club
Dance Team
FCCLA
Fellowship of Christian Athletes
FFA
Freshman Class
Junior Class
Model Congress
National Honor Society
Oklahoma Honor Society
Senior Class
Sophomore Class
Spanish Club
Student Council
Drama Club
Baseball
Basketball
Cheerleading
Cross Country
Track
Football
Golf
Soccer
Fastpitch Softball
Slow Pitch Softball
Tennis
Wrestling

The purpose of club activities is to give all students an opportunity to join a group and to pursue certain interests in an informal setting. Worthy use of leisure time during adult life, as well as during high school days, may result from participation in club activities. Other clubs may be organized if students indicate an interest in them and proper recognition procedures are followed. Teachers appointed by the principal sponsor all activities planned by individual groups. It should be the rule that only members of the organization should attend these

activities. All sponsors must be present at every activity planned by the group. There should be no recognized meeting of a class or club unless the sponsor is present. Woodward students have done a wonderful job of representing Woodward High School and the Woodward community in other cities in which they have participated in contests and activities. This is a tradition that we hope will continue; therefore, the sponsor of the activity may prohibit any student from

participation in any activity at any time. Sponsors of a given activity may stipulate dress code and appearance of its membership to conform with participation of the specific group. Sponsors may establish additional requirements and regulations which they feel are necessary and appropriate for their particular sport or activity. A list of all students involved should be given to the principal's office two days before any trip. When transportation is arranged for a group, every member of the group is expected to go and return with the group, unless another plan is cleared with the faculty sponsor before the trip. Each vehicle used must have an approved adult sponsor. A student must meet eligibility requirements if a club activity involves inter-school competition or removes the student from regularly scheduled classes.

COLLEGE DAYS

Juniors are allowed one day to visit a college. Seniors are allowed two days. Documentation must be turned in to the attendance office upon return.

Communication With Students

In Oklahoma, House Bill 3958, signed into law in 2024, requires school personnel to include a student's parent or guardian in any electronic or digital communication with that student, unless the communication is on a school-approved platform and related to school and academic matters. This means that school staff cannot engage in one-on-one digital communication with students without involving parents or guardians, except for certain school-related communications.

Computer Use

Only students who have been authorized by the school and who are under the direct supervision of designated school employees are permitted to use a school computer or to access any local network or outside telecommunication services, such as the Internet. Prior to such authorization at the beginning of the school year, the student and the student's parent must sign and return the School District's Acceptable Use Form, acknowledging their responsibilities and the consequences of violation.

Below is a summary of the Acceptable Use Policy. You may access the complete policy at www.woodwardps.net. If a student chooses not to abide by the accepted rules such as: not being polite, using inappropriate language, giving out personal information about yourself or others, accessing other individual's files, disrupting the system or destroy data by spreading computer viruses, using the system to engage in illegal acts, threatening the safety of others, or connecting outside equipment to the district's network the following discipline may be

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assigned Saturday school, in-school detention, loss of computer access, and out-of-school suspension for 3 days to one semester.

Woodward Public Schools and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. Woodward Public Schools and the Oklahoma State Department of Education will not be responsible for any

damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Woodward Public Schools or the Oklahoma State Department of Education is at the user's own risk. Woodward Public Schools are not responsible for the accuracy of information obtained.

Concurrent Enrollment—Dual Credit College Classes

Woodward High School offers three college classes for dual credit. A student who satisfactorily completes College Algebra may apply that credit to his/her high school transcript for a third or fourth math credit. Also, any student who satisfactorily completes College English Composition 1 and 2 may apply that credit to his/her high school transcript for English IV. Additionally, any student who completes College American History may apply that credit to his/her transcript for American History. If a student chooses to use his/her college classes for dual credit the grade earned in those classes will also be applied to the student's high school GPA and will be averaged in to calculate honors such as class rank, valedictorian, and salutatorian. Students may choose to take concurrent enrollment college classes and not apply them for dual credit. This choice must be made at the time of enrollment into concurrent classes. The decision at the time of enrollment is final and may not be changed during the semester. Many other classes are available for concurrent enrollment purposes, but only College Algebra, English Comp 1 & 2, and American History are available for dual credit purposes. See counselors for more information.

Grading Scale

100-90 A
89-80 B
79-70 C
69-65 D
64-0 F

***Students who drop either a concurrent or dual enrollment course must notify the counselor's office immediately. Failure to do so may result in loss of required "seat time" to satisfy graduation requirements.**

Credit Recovery

Contingent upon funding and approval, credit recovery has been established as an opportunity for students to recover lost or missing credits through a competency-based computer program. Credit recovery will focus on senior students who are in danger of not completing graduation requirements. Underclassmen will be enrolled in credit recovery only in extenuating

circumstances. See your principal or counselor for more details.

Eligibility requirements for the intra-school correspond with those set by the OSSAA. These apply to all Woodward School activities, including student elections. The principal has charge of all athletic contests and determines the eligibility of the participants.

DELIVERIES

Due to the number of students, deliveries cause a major interruption to the school day. We discourage deliveries to school. If the school receives a delivery not of an educational necessity it will be the responsibility of the student to secure the delivery after the instructional day at 3:30.

DRUG AND ALCOHOL TESTING

All students involved in an interscholastic activity will be required to attend one or more drug and alcohol education sessions conducted by the head coach or extracurricular activity sponsor. Parental attendance is strongly encouraged. Each student will be provided a consent form which shall be dated and signed by the student and the parent or guardian and returned before the student is eligible to practice or participate in any interscholastic team sport or activity. The consent shall be to provide a urine and/or saliva sample (or other means deemed appropriate by admin.) at any time requested to be tested for illegal drugs or performance enhancing drugs.

REFUSAL TO SUBMIT TO DRUG USE TEST

If a student refuses to submit to a drug use test authorized under this policy, such student shall not be eligible to participate in any activities including practice, regular meetings, or activities for the remaining days of the school year. A student who has been determined by the principal and coach/sponsor to be in violation of this policy shall have the right to appeal the decision to the superintendent. Such appeal must be filed in writing with the superintendent within three

whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

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Any student who tests positive in a drug/alcohol test under this policy shall be subject to Out of School Suspension for a period of not less than the remainder of the current semester, and may include the following semester.

BREATH ANALYSIS, SALIVA, URINALYSIS POLICY

The administration is empowered to administer to students a breath analysis, saliva or urinalysis test whenever the administration has reasonable suspicion that the student, while in attendance at school, in attendance at a school activity, or when on school transportation, has consumed or

is under the influence of alcohol or other intoxicating substances. "Other intoxicating substance means any controlled dangerous substance as defined in the Uniform

Controlled Dangerous Substances Act, 63 Okla. State. Section 2-101 and following, and any other substance other than alcohol which is capable of being ingested, inhaled, injected, or absorbed into the human body and is capable of adversely affecting the central nervous system, vision, hearing, or other sensory or motor functions, and which can be detected by means of breath analysis or urinalysis test. The test can be administered at any school-related function even though the student may have consumed alcohol or other intoxicating substance off school grounds. The test may be administered even though the student may not be under the influence according to state criminal statute. Prior to the administration of a test, the student will be allowed to inform the person performing the test of any substance the student may have consumed which might result in a positive registration by the breath analysis urinalysis or saliva test.

If the student refuses to take either test, their parents may at their expense have the test administered by a health care provider. The student would not be readmitted to school until results of the test were provided to the school administration.

Punishment of a student for being under the influence of alcohol or other substance is not dependent upon the administration of a test, and thus punishment may be imposed based upon observations of the student provided that if a student is informed that the student appears to be under the influence of alcohol or other intoxicating substance, a test will be conducted at the request of the student. If a student refuses to take a test, the administration may proceed to make a determination as to any desired discipline based upon a reasonable suspicion. The following discipline may be assigned if the student tests positive: The administration may order a student to be suspended from school for a period of 10 days up to a semester.

The administration may form regulations to implement the policy reported to the Principal. In case of a positive result the Principal will report the fact to the parent first, then the student and the head coach or sponsor and then schedule a conference.

Due Process for Long Term Out-Of-School Suspensions

An evidentiary hearing will be held by an administrator for any student who might face suspension. No evidentiary hearing will be needed if the student admits to the charges; only alternative punishments need be considered, and, if suspension is determined to be appropriate, the length of suspension need be determined. For suspensions of more than ten (10) days, any requested review of the initial decision of the administrator must be submitted in writing to the principal **within 3 days**. The review shall be conducted by an assigned administrator. If the assigned administrator does not withdraw the suspension, the student may request an appeal before the board of education. The board of education shall review the documentation of the

administrative hearings and determine the guilt or innocence of the student and the reasonableness of the punishment. The student may submit any written documentation or arguments to the board for its consideration. The appeal to the board is an appeal, not a new hearing of witnesses upon the appeal unless requested by the board.

Students on a long-term suspension (semester or longer) will be offered an educational program which will be an online curriculum designed to meet the student's educational requirements. Parents/guardians are responsible for providing a structured environment and monitoring the student's progress during this education plan.

Eligibility During a Semester

1. Scholastic eligibility for students will be checked at the end of the third week of the semester and each succeeding week thereafter.
2. A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary period, he/she will be ineligible to participate during the next one-week period. Ineligible students may not travel to extra-curricular activities in school provided transportation. The ineligibility period begins on Monday and ends on Sunday.
3. A student who has lost eligibility under the above provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility with the first class of the one-week period.
4. The weekly grade check is for the cumulative grade a student has earned for the current semester.

FAILURE POLICY:

It is the policy and practice of Woodward High School to ensure that teachers, counselors, principals and parents work together for the educational success of all students. Before retaining students who are having difficulty scholastically in a grade or course, a great amount of study and thought is contributed by each in the best interest of the student. When a student is having difficulty with his/her schoolwork to the extent that he/she may fail the course, the teacher shall immediately and fully apprise the parent/guardian of the student's status, including the fact that the student may fail the course. If the parent disagrees with this failure recommendation, he/she may appeal to the superintendent of schools or his/her designee within five (5) calendar days

after the teacher has issued the grade. If the parent disagrees with the decision of the superintendent, he/she may appeal to the Woodward Board of Education. The board's decision shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student, stating the reason for the disagreement with the decision of the board.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

(Annual Notice to Parents & Eligible Students of Woodward Public Schools is included in this handbook.)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Woodward Public Schools affirms the following rights:

1. The right of a student's parents and eligible student to inspect and review the student's education records
2. The rights of Woodward Public Schools to limit the disclosure of information contained in a student's education records except:
 - A. By the prior written consent of the student's parents or eligible student
 - B. As directory information
 - C. Under certain limited circumstances, as permitted by the FERPA.
 1. The rights of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of student rights. The rights include the right to a hearing to present evidence that the record should be changed if the district decided not to alter it according to the parent or eligible student's request.
 2. The right of any person to file a complaint with the Department of Education if Woodward Public Schools violates the FERPA.
 3. The right of a student's parent (s) or an eligible student to obtain copies of this policy and procedures at no expense by requesting this policy from the Woodward Public School Board Office at 1023 Main.

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The district will arrange to provide translations of this notice to non-English speaking parents in their native languages. All rights and protections given parents under FERPA and this policy transfer to the student when he/she reaches age 18 or enrolls in post secondary school.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

(ANNUAL NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION)

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Woodward Public School District in coordination with the Oklahoma State Department of Education. Education records shall be collected and maintained for each student within the district.

Once a student turns eighteen (18) years of age, they become the legal custodian of their records. In order for a parent to have access to student records, there must be on file a signed release by the student to allow parental access.

Part of the education record, known as directory information, includes information in the education record which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Directory information, as defined above, may be designated and disclosed by the Woodward Public School District under the Family Educational Rights and Privacy Act (FERPA). Parents must contact the student's site administrator, c/o Woodward Public Schools, P.O. Box 668, Woodward, Oklahoma 73802-0668, no later than August 27, 2005, if they do not wish to have directory information disclosed.

Personally identifiable information, also considered as part of the educational record, shall be collected and maintained in a confidential manner. Woodward Public Schools will do so by carrying out the following activities:

Referral

Preschool children ages 3 through 5 and students enrolled K-12 who are suspected of having disabilities which may require special and related services, may be referred for screening and evaluation through the local schools. The Woodward Public School District and the Cooperative Education Cooperative (CEP) will coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early

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intervention services from birth through 2 years of age or for special education and related services beginning at age 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observation, and specially developed readiness or education screening instruments.

Readiness Screening

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

Educational Screening

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

Educational screening is implemented for all first-grade students each school year.

Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public-school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry.

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

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Collection of Personally Identifiable Information:

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Acts (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local district's administrator.

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

The right to inspect and review the student's education records within 45 days of the day Woodward Public School District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Woodward Public School district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).

The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

United States Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

To obtain a copy of the FERPA policy adopted by the Woodward Public School District, a request needs to be made to the local school administrator.

Before any major identification, location, or evaluation, this notice shall be provided to parents. Accommodations for other languages or means of communications may be provided also upon request.

Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information for patrons of Woodward Public School District, please contact:

Bana Bogdahn, Special Education/Federal Programs Director
Woodward Public Schools ISD 77001
3413 Lakeside Ln, Suite 5
P.O. Box 668
Woodward, Oklahoma 73802
Phone: (580) 256-6063

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)– Political affiliations or beliefs of the student or student’s parent;

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1. Mental or psychological problems of the student or student’s family;
2. Sex behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents;
7. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and;
3. Activities involving collection, disclosure, or use of personal information obtained from

students for marketing or to sell or otherwise dis-tribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

Fifty Percent (50%) Rule

Any student who will be participating in an activity, must be present at school (Regular School Day and/or Virtual Day) at least 50% (3 1/2 classes) on the day of the activity or the day prior to

the activity if the activity begins before the start of the school day. Exception: If a doctor's note is on file or funeral arrangements were made for the previous day.

Flex Time/8th Hour

Woodward High School will have a flex time every Monday from 2:25 - 3:30 pm. Students who are not passing a class or classes, will be assigned to a teacher during Flex Time to complete or make up missing assignments. Students will be responsible for transportation when Flex Time is dismissed at 3:30.

FOREIGN EXCHANGE STUDENTS

Woodward High School provides educational and cultural experiences for foreign exchange students. It is the intent of Woodward High School to meet the needs of foreign exchange students who choose to expand their cultural and educational background at our school. The following requirements are set forth to insure the best possible placement for each foreign exchange student.

- ❖ Students must be sponsored by an accredited organization recognized by the Council on Standards for International Educational Travel (CSIET) with local representation. ❖ All documents must be completed in English and furnished for consideration to the school prior to June 1 for the following school year.
- ❖ Students who seek to change sponsoring families must have consent of the school and the sponsoring organization. Failure to comply may remove the student from Woodward High School.
- ❖ A maximum of 5 students will be admitted per year.
- ❖ All students will be enrolled as Sophomores

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Exchange students wishing to graduate at Woodward High School must:

- Make the request at the time of application with written approval from the sending school that this will be accepted as the student's final year.
- Must have finished their Junior year at their home school
- Must not have graduated from their home school
- Must not be planning on returning to their home school to graduate
- Must successfully complete state approved proficiency tests with at least a 90% score in required areas and receive enough credits to be classified as a Senior.
- Must be able to meet all Oklahoma State Department of Education and Woodward High School's Graduation requirements

Gang Related Incidents– Gang related incidents in our school create an atmosphere of intimidation and harm. The mere presence of such conditions are disruptive and potentially dangerous. It is therefore, the policy of Woodward High School that gangs and gang related behavior or incidents are prohibited at Woodward High School. Definition and description:

Gangs: Any assembly of three or more individuals who gather together on a continuing basis, whose purpose, the district reasonably believes, is to commit antisocial behavior or to violate school district policy. Gang Related Behavior: Any behavior or event, including, but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances, or encourages gang activity at Woodward High School.

1. Possession, wearing, use, distribution or display of any sign, symbol, badge, color or other item that is evidence of affiliation with or membership in a gang. Students will not be permitted to wear pants below the waistline (sagging and dragging), or wearing caps, bandannas, handkerchiefs or any other item associated with gang related behavior.
 2. Participation in any act, either verbal or nonverbal, to include gestures, expressions, handshakes, etc.that may indicate an affiliation with or membership in a gang.
 3. Participation in any act that may further the interest in a gang.
 4. Participation in any act that may be evidence of intimidation, threats, “pay for protection” or any other behavior promoting potential violence.
 5. Participation in the writing, painting or inscribing gang-related graffiti to include messages, symbols, or signs at school.
 6. Assembly or congregation as a gang or members of a gang for any purpose.

1st offense – Warning

2nd offense – 4 days OSS and 1-day ISD

GENERAL DISCIPLINE

After investigation, if deemed necessary, and after a hearing, the administrator may order a student suspended from school for not more than the balance of the current semester and the succeeding semester (unless state law permits a suspension of a longer length of time) one year from the date of the decision and in accordance with the laws of Oklahoma and policies set forth by the school board. The hearing may be made immediately after the infarction occurs. The administrator will consider in-school punishments all possibilities for correction prior to making a determination for correcting behavior. If the appropriate punishments are prescribed by policy, law or practice, the administrator will adhere to those selected punishment limits unless extreme circumstances are prevalent and warrant additional consideration.

Grading Scale

100 - 90 A

89-80 B
79-70 C
69-65 D
64-0 F

GRADUATION REQUIREMENTS

A total of 24 units of credit are required for graduation:

4 units of English

3 units of math

3 units of science (physical science and biology plus one additional science)

4 units of Social Studies as follows:

1 unit of Amer. History

½ unit of United States Government

½ unit of Oklahoma History

½ unit of Geography

1 ½ units from the following competencies:

World History, World Cultures, Civics, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History 8 units of elective courses (2 units of Computer or Foreign Language)

Personal Financial Literacy

First Aid

Citizenship

Credits required for classification:

Sophomore 5 credits

Junior 10 credits

Senior 16 credits

-Students are only classified at the beginning of the school year.

-Reclassification will only be considered if appropriate.

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Early Graduation

Woodward Public Schools' curriculum for grades 9-12 emphasizes a strong academic preparation. Each year students must enroll in a minimum of six classes per semester. The educational program at Woodward Public Schools is designed as a comprehensive program to be completed in 13 years. However, it is possible to earn 24 credits and meet graduation requirements in less than four years. Students may apply for early graduation at the end of the spring semester of their sophomore year. Students should obtain the necessary forms from their building counselor and submit them to the high school principal to receive approval. Upon approval for early graduation status, an individual plan will be developed, with the assistance of the counselor, outlining the courses needed, as well as the pacing of these courses to achieve early graduation status. Students completing requirements for early graduation may participate in graduation activities.

See below for graduation requirements beginning with the Class of 2030:

GRADUATION REQUIREMENTS CHART

May 14, 2024
 ENROLLED VERSION
 HB 3278

THIS BILL ALLOWS FOR AN IMMEDIATE OPT-IN FOR SCHOOLS THAT WANT TO MOVE FORWARD, BUT THE ADDITIONAL MATH REQUIREMENT IS NOT EFFECTIVE FOR ALL UNTIL GRADUATING CLASS OF 2030.

| SUBJECT | STATE GRADUATION REQUIREMENTS | OK PROMISE REQUIREMENTS SB 1302 (signed by governor 5.3.24) |
|---|---|---|
| <p>English</p> | <p>4 Grammar, Composition, Literature, or any English course</p> | <p>4 Grammar, Composition, Literature; courses should include an integrated writing component</p> |
| <p>Mathematics</p> <p>Students must take Algebra I and Geometry or Algebra II plus two additional units or sets of competencies.</p> | <p>4 Course options must include Algebra I and Algebra II or Geometry.</p> <p>Other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, computer science, math of finance, 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.</p> | <p>3 Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-calculus, Statistics and Probability (must have completed Geometry and Algebra II), Calculus, Advanced Placement (AP) Statistics</p> |
| <p>Science</p> <p>Students must take Biology I, a physical science course, and a 3rd science.</p> | <p>3 Course options must include Biology I, Physical Science, Chemistry, or Physics</p> <p>AND</p> <p>Other Physical, Life, or Earth/Space Sciences, or approved full-time postsecondary career and technology program or *locally approved science based application course such that the content and/or rigor is above Biology I or Physical Science</p> | <p>3 Biology, chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may NOT be used to meet this requirement.</p> |
| <p>History & Citizenship</p> | <p>3 Course options must include American History, ½ Oklahoma History, and ½ United States Government.</p> <p>Other units may include from the subjects of History, Government, Geography, Economics, Civics, or non-western culture</p> | <p>3 Must include 1 unit of American History and 2 units from the subjects of History, Economics, geography, government, Non-Western Culture</p> |
| <p>Locally Approved Units</p> | <p>3 Course options approved by the school district board of education</p> | |

| | | |
|---|---|--|
| Pathway Units | 6 At the discretion of the school district board of education which align with each student's Individual Career and Academic Plan (ICAP) and may include, but are not limited to, any additional units or sets of competencies as provided in paragraphs 1 through 4 of this subsection, world or non-English language, computer technology, Junior Reserve Officers' Training Corps (JROTC), 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 | 1 Additional course from any of the subjects listed above or psychology, sociology or any concurrent liberal arts and science course at a State System institution |
| Fine Arts | Included in Pathway Units (above) May be included in Locally Approved Units | 1 Music, Art, Drama, or Speech |
| World Languages OR Computer Technology | Included in Pathway Units May be included in Locally Approved Units | 2 Foreign or Non-English language (two years of the same language) or Computer Technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do NOT qualify -1 Foreign language and 1 Computer course will NOT meet this requirement). |
| TOTAL UNITS REQUIRED | 23 | **? |

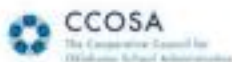
Advanced Placement (AP), International Baccalaureate (IB), and Concurrent and/or Dual Credit Courses that are aligned with corresponding state standards, all meet the requirements for English, Math, Science, and Social Studies units.

Current additional requirements for graduation: I-CAP, CPR, PFL, Naturalization test, ASVAB (must be offered), FAFSA [SY2025] (kids can opt out), U.S. History exam, and the federally-required assessments (ACT for English and Math, state-developed for Science).

G. 1. The State Board of Education, State Board of Career and Technology Education, and State Regents for Higher Education shall adopt a joint plan and submit it to the Speaker of the Oklahoma House of Representatives and the President Pro Tempore of the Oklahoma State Senate to ensure that rigor is maintained in the content, teaching methodology, level of expectations for student achievement, and application of learning in all the courses taught to meet the graduation requirements specified in subsection D of this section.

*A school district shall determine the specific description of the locally approved math and science based application courses allowed pursuant to paragraphs 2 and 3 of subsection D of this section. Formal notification with the specific course description shall be provided to the State Department of Education prior to July 1 of each school year. The notification shall include what courses will be coded as locally approved math and science based application courses for the ensuing school year.

****Representatives from the Oklahoma State Regents for Higher Education (OSRHE) were actively involved in discussions around HB 3278, and SB 1302 was an OSRHE-request bill. However, at this time, it is unclear how OSRHE will respond to specific graduation requirements changes.



GRIEVANCE PROCEDURE:

The Woodward School District recognizes that parents and other school patrons have a fundamental right to discuss grievances that they might have with the district. However, it is also recognized that there must be an orderly procedure for carrying out the grievances.

Level One:

If the grievance is directed toward a teacher the parent should make an appointment to visit with the teacher.

Level Two:

After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the principal.

Level Three:

If the issue is not resolved, an appointment should be made with the superintendent or his/her designee.

Level Four:

After exhausting all of these available channels, the parents may appeal to the board of education following board policy. The board's action shall be a final determination of the grievance.

GRIEVANCE PROCEDURE FOR FEDERAL FUNDED PROGRAMS

The Woodward School District recognizes that parents and other school patrons have a fundamental right to discuss grievances that they might have with the district. However, it is also recognized that there must be an orderly procedure for carrying out the grievances.

Level One:

If the grievance is directed toward a teacher the parent should make an appointment to visit with the teacher.

Level Two:

After this initial meeting, if the grievance is not settled, the parent should discuss the problem with the principal.

Level Three:

If the issue is not resolved, an appointment should be made with the superintendent or his/her designee.

Level Four:

After exhausting all of these available channels, the parents may appeal to the board of education following board policy.

Level Five:

If the issue is not resolved, the party with the grievance can contact the Oklahoma State Department of Education.

Honors Program

Woodward High School offers an honors program that is recommended for high excelling college bound students. Students who participate in the honors program will be ranked ahead of those students who do not. The curriculum requirement is two years of a foreign language or two years of computer and four math and four science classes (one of which can be waived their junior or senior year). Students must also take at least two AP classes or dual credit concurrent classes during high school. The student must maintain a 3.75 GPA to qualify as an honors graduate. Valedictorians and salutatorians must take a total of four AP classes or dual credit concurrent classes. Valedictorians must have a 4.0 GPA. Salutatorians must have a 3.9 GPA or higher. Beginning with the Class of '28, valedictorians must have a minimum of six (6) AP or dual credit college classes.

IN-SCHOOL DETENTION

In-School Detention (ISD) is an in-house arrangement in which the student comes to school but does all class work in an ISD classroom under the supervision of the ISD teacher. Breaks and lunch are also supervised. Should ISD be assigned to a student, additional information concerning school times and rules while in ISD will be provided to the student. A student will receive 75% credit for work completed in ISD, as long as the work is completed within the guidelines of the WHS Late Work policy or arrangements with the classroom teacher have been made. No student may spend more than eight days per semester in ISD. Additional ISD days will result in OSS. EXCEPTION: If the administration approves ISD placement for a student appealing a long-term suspension, the maximum number of days in ISD may be extended until all hearings are completed.

A teacher may only take a student from the ISD room during their conference period. Also, this should be done while there are no other students in the hall or room where the teacher and student are working.

LATE WORK/MAKE-UP WORK POLICY

A student will be permitted to make up work missed during the day of an excused absence with the exception of work which required his/her physical presence in the class to complete (for example, certain drama and choir experiences, science labs, etc.). No student shall have his/her grade lowered due to an absence which has been excused. Students who miss school because of excused absences or for a scheduled activity shall have one (1) day for each day missed to

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make up the missed school work. If a student is in class when an assignment is made or is in attendance in the class prior to the due date, it is the student's responsibility to have the assignment to the teacher on the due date.

Any assignment turned in one day receives 65% credit. Any assignment turned in a day after the

due date, is recorded as a ZERO. If the assignment is “made-up” in 8th Hour with the teacher, or in Saturday School with a designated monitor during a 5 daytime frame, the student will be awarded a maximum of 50% credit for the assignment. If the student does not attend mandatory 8th Hour or assigned Saturday School, further disciplinary actions will be assigned and the student’s score will remain 0 credit.

Library / Media Center

The high school media center is organized and maintained to provide WHS students with a large variety of resources that will be helpful in the preparation of class assignments, to furnish recreational materials for leisure moments, and to provide a quiet place where students can come to study and read. The media center is accessible by a permit from the teacher to which the student is assigned at that time of day. No passes are needed before school, at lunch, or after school.

Library Use - Borrowing Privileges

Regular library books may be borrowed for a two-week period. Reference books and reserved books may be checked out for overnight or weekend and are due back by 8:30 a.m. the following day. Books may be reserved at the discretion of the librarian before the time due. The media center is open every school day, before classes begin, at lunch, and after classes have been dismissed for the day.

Late fines per number of school days late:

regular books - 5 cents

reference books and videotapes - 25 cents

Absence from school does not excuse a student from payment of fines. Fines are exclusive of holidays. Payment for lost material is based on the replacement cost. If the item is later found (in current year), the fine due will be subtracted from the amount paid and the balance refunded. If a book is damaged, repair or rebinding costs must be paid. If you are unable to pay your fine, you may arrange with the librarian for a method of payment.

LOCKERS

Students are assigned lockers at the beginning of school. Students remain responsible for any item in their locker or items checked out to them. Students are expected to use only the locker assigned to them and keep them clean and neat at all times. Students are strongly encouraged to use locks on their lockers; however, an extra key or the combination should be turned in to the attendance office. Students have no reason to expect right of privacy from school officials where school lockers, desks or other school property are concerned. (O.S. 1987 24-102)

USE THE LOCKER ASSIGNED TO YOU -Books will be removed from unassigned lockers.

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LUNCH AND COMMONS

Remember that the cafeteria is your school dining room. Courteous manners and quiet, pleasant conversation are as appropriate here as in any home where you are a guest or in any public place. Please clean up your area when you have finished eating. A parent may

request that their student be restricted to campus during lunch.

Lunch Detention

Lunch detention is a 20-minute quiet study time with a supervising teacher. No talking is allowed. The student should bring his/her own study materials. No cell phones or devices allowed. No food or drink is allowed. The number of days assigned depends on the offense. Tardy students will not be admitted. Missing lunch detention results in the following additional discipline:

1st miss - Discipline Doubles

2nd miss - Discipline will be enhanced and modified

3rd miss - Administration discretion of combination of ISD or OSS

Parents' Bill of Rights

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

Parking Lot Rules

All automobiles driven to school must be registered with the assistant principal's office and must be parked in the north student parking lot. Students must present a valid driver's license and insurance verification at the time of vehicle registration. Students are not to park in the following areas: handicapped, visitor's spaces, coaches' spaces, no parking zones, faculty lots, near Vocational-Technical building, Transportation office, or bus loading areas. Numbered permits will be purchased from the assistant principal's office, and must hang from the rear view mirror in clear, unobstructed view. Parking permits will be issued to legal licensed drivers. Parking violations are subject to the following:

1st offense – \$25 fine

2nd offense – \$50 fine

3rd offense – vehicle will be towed at the driver's expense and parking on campus will be suspended for the remainder of the year

The speed limit for school zones should be observed while in the vicinity of any school. The speed limit in the high school parking lot is 10 mph. Rapid acceleration or "peeling out" will constitute reckless driving and may result in the loss of driving privileges. Any student who is not driving properly or has an accident in the parking lot and is found at fault by the police officer who worked the accident, may be campused at lunch for a month. Additional violations

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may result in a student being campused for lunch for a semester or the loss of all driving privileges to and from Woodward High School for the remainder of the school year. The school parking lot is closed during the school day. No student should be in the parking lot except those students who have permission to leave the campus. Loitering in the parking lot will not

be permitted. Leave your car immediately upon arrival before school or at lunch. Students are required to get permission from his/her principal to return to the parking lot for books or supplies.

Personal Appearance Code

Good standards of dress and appearance reflect good judgment, poise and maturity and help to create the business-like and purposeful atmosphere of a good school. Therefore, the following dress and personal appearance code has been developed and officially adopted by the Woodward Board of Education. Students in violation of the dress code may be sent home and will receive an absence. Repeated violations may result in additional discipline being assigned.

The following types of apparel are not considered suitable for school purposes and WILL NOT BE PERMITTED unless authorized by the principal. These guidelines pertain to all students. 1.

Shorts, skirts, dresses must be of a reasonable length and not expose inappropriate body parts.

2. Halter tops, tank tops (*spaghetti straps*), muscle shirts, see through blouses, *corsettes*, *tube tops*, *bandanas*, and midriff tops **are not allowed**. Any type of shirt that does not meet the waist-line at all times, any exposed cleavage, or *exposed* undergarments is not allowed during the school day or during school activities. 3. Jeans/pants with holes/tears above the knee and must not expose inappropriate body parts. Any item, jewelry, clothing, or tattoo that promotes alcohol, drugs, tobacco products, weapons or has inappropriate language or sexual innuendos.

4. Any item or clothing that tends to disrupt the learning process. (This includes clothing with tears or holes, clothing worn inside out or clothing inappropriately worn.) 5.

Blankets, pillows, and other belongings of the like are prohibited in the commons, gymnasium, and classrooms during school hours except for designated dress up days. 6.

Hats, caps, bandanas, scarves, do rags, hoodies, or headbands or any other head covering worn in the building

7. Gang related attire.

8. Excessive oversized or tight clothing (Pants must be worn at the waist, not sagging as to reveal undergarments and may not drag on to the floor.)

9. No house shoes and/or pajama pants except for designated dress up days.

10. No long coats/trench coats

11. Jewelry or chains that disrupt the learning process may not be worn.

Shoes must be worn. Students should use good judgment in their choice of clothing. The administration has the authority to make the final decision concerning the student personal appearance code. **FAILURE TO ABIDE BY THE ABOVE RULES MAY RESULT IN DISCIPLINARY ACTION.**

Personal Electronic Devices

The Oklahoma legislature has passed into law SB 139, which states that school districts must create and enforce a "bell-to-bell" ban on personal electronic device use by students while on the campus of their respective schools. Personal electronic devices are defined as, but not limited to: smart phones, smart watches, smart headphones, smart air pods, smart glasses, laptops, tablets, and any device capable of connecting to the internet directly or

by wi-fi. Violations of the policy will result in Lunch Detention, Saturday School, In School Detention, Out of School Suspension, or a combination of these.

Personal electronic devices will not include school-issued devices that are specifically limited for use in classroom instruction.

The policy will include use of cell phones or personal electronic devices by students during the school day. These emergency situations are designated by the superintendent or the superintendent's designated personnel.

The policy will allow the use of cell phones or personal electronic devices by students who use them to monitor health issues. It will not allow unlimited use of personal electronic devices by these students. In order to use a personal electronic device to monitor health issues, the student shall have on file with the school nurse, and the school office, documentation from a medical professional indicating the use of the devices to monitor health issues.

At Woodward High School, bell-to-bell includes the time from the first bell to indicate instructional time has begun until the bell that indicates the instructional day is complete. These times are from 8:10 am until 3:30 pm. This bell-to-bell plan includes all common areas including classrooms, hallways, restrooms, common areas, parking lots and any other area considered part of the school campus. When students arrive at school they will turn their phone off and place it in a locking storage device, and have it unlocked at the end of the day; or they may leave their phone in their car or their locker.

Disciplinary Actions

1st Infraction - The electronic device will be confiscated by the classroom teacher and turned into the office with a discipline referral by the teacher. Parents/ Guardians will be contacted by a Woodward High School Of Representative. The personal electronic device must then be picked up by a parent/ guardian after school, no earlier than 3:30 pm. The student will be assigned either; 5 days of In-School Detention or 2 days of Saturday School.

2nd Infraction - The electronic device will be confiscated by the classroom teacher and turned into the office with a discipline referral by the teacher. Parents/ Guardians will be contacted by a Woodward High School Of Representative. The personal electronic device must then be picked up by a parent/ guardian after school, no earlier than 3:30 pm. The student will be assigned 5 days of ISD and will be required to turn in their personal electronic device for the remainder of the semester. The student loses semester test exemption status when being assigned ISD. The device will be turned into administration every morning upon arrival at school before being allowed to attend their first class period or parent contact must be made about the phone staying in the parent's / guardian's possession.

3rd Infraction - The electronic device will be confiscated by the classroom teacher and turned into the office with a discipline referral by the teacher. Parents/ Guardians will be contacted by a Woodward High School Of Representative. The personal electronic device must then be picked up by a parent/ guardian after school, no earlier than 3:30 pm. The student will be suspended for 3 days and will be required to turn in their personal electronic device for the remainder of the school year. All assignments given during this 3 day period will be recorded as "zeros." The student will be allowed to attend Saturday School to receive

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60% credit for the assignments. The device will be turned into administration every morning upon arrival at school before being allowed to attend their first class period or parent contact must be made about the phone staying in the parent's / guardian's possession.

4th Infraction - The student will be transitioned to the Woodward High School virtual platform on Edgenuity, where the student will finish out the remainder of the school year. The student may also be required to attend Summer School to finish the current year's credits. If the student fails to complete credits assigned to them, next year's enrollment will be based on the number of credits earned to that point. When a student is suspended, they are not allowed on campus for any reason not previously approved by Woodward High School Administration. This includes extracurricular activities, school dances/ prom, and graduation ceremonies.

Any device turned into the office will be locked in a secure receptacle.

Failure to surrender the electronic device to a teacher or staff member will result in automatic Saturday school. Failure to surrender the electronic device to office personnel will result in automatic 3 - 5 days Out of School Suspension. Repeated infractions will result in increased Out of School Suspension. Administrative discretion will apply.

PRE-ARRANGED ABSENCES:

If a parent knows in advance that the student will be absent for more than one day in the near future, they can prearrange the absence under the following conditions.

1. A notice of 3-5 days should be provided in writing from the parent or guardian. Notice of less than 3 days will be considered on an individual basis.
2. A prearranged absence form is obtained from the attendance office.
3. The student must return the completed prearranged form including parent or guardian signature, to the attendance office prior to the day of the absence.

Pre-Enrolling Freshmen

1. To take High School level Geometry as an incoming freshman, the student must score a 4 on their 7th Grade State Math test or
2. Score a 3 on their 7th Grade State Math Test, with an 8th Grade Math teacher's approval or recommendation.
 - a. (Evaluations of past data indicate that students are not successful in Geometry their freshman year and therefore need to retake Algebra I.)

PRINTED MATERIAL

All printed or written materials, signs or posters, not posted by the Woodward Public Schools, must have clearance through the superintendent/principal's office. Failure to obtain proper clearance may result in disciplinary action.

Prom Attire Guidelines

Woodward High students and their dates will adhere to the prom dress code or will be denied entry; no exceptions will be allowed. Woodward High School students who bring out of school or out of town dates are responsible for making these guidelines known to their dates. The Junior/Senior prom is a formal event and should be treated as such when considering attire. Anyone needing any of the items listed below (male or female) may attend Primp for Prom. All items of clothing are free to those who attend.

Acceptable attire:

Suits:

1. Tuxedo (or)
2. Suits and sportcoats are appropriate but not required
3. Dress slacks with a collared shirt - tie required.
4. Jeans are appropriate if worn as part of a suit or formal western wear. While jacket and ties may be removed at the dance, shirts must remain on at all times.

Dresses:

1. Two-piece dresses will be allowed; however, the gap must be no more than three inches and must not show the navel/bellybutton.
 2. Dresses with deep cleavage below the natural bustline are not appropriate. 3. Sweetheart necklines, strapless, and spaghetti straps are allowed but appropriate coverage is required.
 4. Dresses may not be cut below the natural waistline in the back.
- Dresses may not be see-through in such a manner as to violate the above guidelines.

Shoes:

1. Dress shoes, dress boots, sandals, heels, or flats are all appropriate.

Hats: Cowboys hats and hats that are part of the designated prom attire will be allowed. No other hats (ball caps, novelty hats, etc.) are allowed. All hats must be pre-approved by WHS administration.

Anything deemed too revealing will not be allowed. To avoid drama, no argument will be permitted on the night of the Prom. If there is any question regarding the appropriateness of the attire, a meeting with the dress code committee can be arranged no later than one week before Prom. Contact the Assistant Principal's office with any questions. All of the above guidelines will be strictly enforced.

Public Display of Affection: The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste

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and respect for others be a guideline for public displays of your feelings toward others. Being overly affectionate in school is not in good taste. This type of behavior will not be allowed and may lead to disciplinary action from the principal.

- 1st - Verbal Warning
- 2nd - Lunch Detention
- 3rd - Saturday School
- 4th - ISD/OSS

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

No individual shall be retaliated against for (1) filing a complaint; or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-157
State Accreditation Standard 210:10-1-23

**A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021**

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant

NOTE: This form is optional; the district is free to require a different document in its place.

Restroom Policy

According to Oklahoma state law, all public-school restrooms, locker rooms, changing rooms

or shower rooms are now to be designated for exclusive use of the female or male sex. Use of these rooms is restricted to the sex listed on a person's original birth certificate.

The law requires schools to offer single-occupancy bathrooms and changing rooms for those who don't want to use the facility that aligns with their birth sex.

Saturday School 8:00 a.m.- 12:00 p.m.

Saturday school can be used in two ways: mandatory, as a discipline assignment, or optional, to make-up work missed because of unexcused absences or suspension. Teachers may also require students to attend Saturday school as a way to make-up missed or incomplete work. These are optional Saturday Schools; however, students must remain for THE ENTIRE TIME before credit will be granted for work accomplished.

Students (mandatory or optional) will be given a Saturday school paper from the principal's office. Teachers prefer to complete

Saturday school assignment papers during the last 5 minutes of class on Thursday. Saturday School Guidelines:

1. Students gather in commons prior to 8:00 a.m. Doors lock at 8:00.
2. Students must bring Chromebooks, books, and materials. Students will not be allowed to go to locker
3. No cell phones or devices without permission
4. Bathroom and drinks will be limited to 10 minutes only.
5. No talking or sleeping.
6. Do not move from your seat without permission.
7. Raise your hand if you need assistance.
8. All school policies and dress codes apply to Saturday school.

Any rule violation or discipline problems will result in expulsion from Saturday school. Expulsion for an optional student will mean no make-up credit possible for that day. Expulsion from Saturday school for a student under mandatory attendance will result in in-school detention being assigned.

SCHEDULE CHANGES

All students will have the opportunity to pre-enroll in the classes of their choice. Teacher assignments will be made after all students have completed this process, so students do not have the choice of teachers and what hour they may have the class.

Any necessary schedule changes should be made in the first 3 days of the semester. In order for a student to change his/her schedule, a written request should be presented to the counselor.

A committee may meet to review the request and rule on it during the week. Requests for teacher preference will not be honored.

Schedule changes after the first week of each semester will only be considered if the committee determines they are necessary.

SCHOOL DANCES/ PROM

These events are planned by the principal and all students are invited to attend. Teachers will be called upon to chaperone these events. All dances must be cleared through the principal's office. A maximum of 4 dances will be held per year. Good conduct is a requirement for dances to be continued. School dress code will be followed. Only Woodward High School students will be admitted to Homecoming dances. ID Badges are required for Homecoming dances.

Principal approved guests of Woodward High School students may attend Prom. Only one guest per student will be allowed. The Woodward High School student is responsible for the actions and behavior of their guest. The guest must be at least a Sophomore in high school and the guest must be 20 years of age or under. Guests must be signed-up and approved according to the timeline set by the principal. Prom guest approval forms will be available in the principal offices a few weeks before the date of Prom. All students and guests attending school dances are subject to breath analysis.

School Resource Officer

In an ever-increasing effort to provide a safe school environment for the students of Woodward Public Schools, a police officer will be housed at the High School for district use.

Search of Students and Belongings

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property. A search may be conducted by school administration in the event of a reasonable suspicion of an infraction of school policy. The search will be administered by a member of administration of the same gender as the student, as well as the presence of a witness of the same gender. No physical search will be conducted. No student's clothing, except cold weather outerwear, shoes and hand and head coverings, shall be removed prior to or during the conduct of any warrantless search.

Guidelines and Procedures for the Use of Hand-Held Metal Detectors Purpose:

Any search pursuant to these guidelines and procedures is designed to deter the bringing of

prohibited items onto school grounds and to thereby reduce the potential for prohibited

items. These guidelines and procedures are provided to ensure that searches conducted with a hand-held device are lawful, unbiased, and respectful of the right of privacy.

Guidelines:

- All campus administrators will be trained on the appropriate use of the device. Training will be provided by the School Safety and Security department.
- These guidelines will be included in the student/parent handbook to further inform the students and parents/guardians of the policy for using the device for searches. ➤ Campus administrators will be familiar with the students' rights and responsibilities during interrogations and searches prior to the use of the hand-held device.

Procedures:

- The Screenings of students and their belongings shall be conducted in a safe and orderly manner, consistent with the standards for the use of the device, and consistent with minimizing the intrusion into students' privacy rights.
- Only campus administrators will operate the hand-held device, and no less than two administrators will be present.
- Consistent scanning techniques will be used for each student.
- The administrator performing the search will not make contact with the students' body with the device.
- SRO's may be nearby when these searches are conducted; however, SRO's will not be allowed to conduct these searches.
- Administrators are prohibited from selecting a particular student or groups of students to search unless there is reasonable suspicion to believe the student or groups of students are in possession of a prohibited item.
- The administrator will ask the student to remove all metal objects for his/her person . Administrators will not reach into the pockets of the student to remove any object. ➤ If the device activates on the student, the student will be asked to remove any remaining metal objects on his/her person.
- If the device activates again, the student will be asked again to remove any objects that might activate the device.
- If the student refuses to remove any additional items, or refuses the scanning procedure, it will be grounds to administer disciplinary procedures.
- **If the student is in possession of any prohibited items, they will be subject to disciplinary procedures and possible referral to the School Resource Officer for further actions.**

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Semester Grades

1. A student must have received passing grades in any 5 subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
2. 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 he/she attends 3. A student who does not meet the above minimum scholastic standards 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.

SEMESTER TEST EXEMPTION REQUIREMENTS:

A - Average/ 3 absences

B - Average/ 2 absences

C - Average/ 1 absence

- Students who have an A, B, or C in a class, and meet the following criteria in that class, have the option of being exempt from the semester test in that class. ○ Exempt students that choose to take any/all semester tests can only better their grade, it cannot be lowered.
- Any discipline for tardies will result in disqualification from all semester test exemptions.
- All absences regardless of the reason will count as an absence except **activity absences** or **medical absences**, if they are covered by an approved doctor's note.
 - An attendance committee will determine if doctor's notes are legitimate or if they are forged. (Any student caught attempting to forge or falsify doctor's notes will immediately be required to take all tests.)
- Students who transfer into Woodward High School after 15 days into a semester will be required to take semester exams.
- Any student assigned ISD or OSS will be ineligible for exemption status.
- Any unexcused absence will count as an immediate disqualification from exemption status.
- Students who are absent due to court-related obligations (including but not limited to court appearances, legal appointments, or mandated proceedings) are expected to provide appropriate documentation verifying the absence. While these absences may be considered excused, they may still count toward attendance totals when determining eligibility for test exemptions.
- Each student must return the teacher approval form to administration on the day prior to testing.
- Concurrent classes are college classes, and AP classes can qualify as college credit, and will not be included in the exemption policy.
- Monetary fines and fees do not affect exemption status.

Student Behavior Code

All student behavior in the Woodward Schools is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. It is our belief that the home and school must encourage young people to be law abiding, productive citizens. Where students fail in behavior, we attempt to see that the problems are handled efficiently, sensibly, and in a just manner. Students are expected to conduct themselves in a manner that will be a credit to their school and community. Self-discipline is one of the best teachers a child can experience. We will permit self-discipline of all students until such time as it may become necessary for the staff to aid the students in the discipline process. Students are expected to conduct themselves in an acceptable manner at all times. This includes all school activities and any time they are in the school building or on school grounds. Discipline: The teachers or administrators shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from school or while attending or participating in any school function authorized by the school district. All students enrolled in the Woodward Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and the Board of Education. Any student who is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations. The Woodward High School Administration reserves the right to review any case that may occur on an individual basis due to extreme extenuating circumstances. When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action. Discipline alternative and/or suspension may be used for those students who do not conform to school policies. The student may accept the punishment as designated by the administration and/or teacher or may call his/her parent for a conference if he/she does not want or accept the punishment. At the conference, the parent/guardian will be advised of any other options for punishment of the student. If an agreement as to the punishment cannot be reached, the student may be suspended from school until an agreement can be reached. Upon suspension, the district attorney's office will be notified.

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1. All food and drink should remain in the commons only. Food and drink will not be allowed in the hallways nor classrooms. A clear water bottle with water only will be allowed if a lid is kept on it at all times it's not in use.
2. Vending machines are to be used only before school, during lunch, or after school, not during or between classes. Products may be forfeited and not returned.
3. Gum chewing will be permitted in the classroom at the discretion of the individual teacher.
4. Caps and hats (beanies, stocking hats, bandanas, doo rags, head bands, skull caps) will

not be worn in the building unless it is a dress up day. This rule applies to gentlemen and young ladies. (1st offense - confiscation 1 week, 2nd offense - confiscation 1 month, 3rd offense - confiscation remainder of the school year)

5. Hall passes are required for students in the hall during class time.
6. In general, always respect the rights and property of others including school property.
7. Students are not allowed in the halls before 8:10 AM.
8. Students should not bring animals without permission by the principal

STUDENT ID BADGE: As a part of our continued emphasis on school safety, all students will be issued student Identification badges with their photo. (Students are to have their ID Badge in their possession at all times while at school and school activities so they can show it when requested.) The ID Badge is School property. If it is defaced or lost the student will be required to pay a \$5.00 Replacement cost.

Student ID Badges are valid for school use only and will be used for or are projected to be used for the following purposes:

- Purchase lunches
- Check out books
- Receive student admission price at athletic events
- Confirm identification for various school activities

STUDENTS IN THE BUILDING

Students should not be in the building before or after the school day hours unless under the direct supervision of adult personnel. School keys are not to be given to students.

- The doors at Woodward High School will be unlocked in the morning at 7:30 am.
- The doors at Woodward High School will be locked in the afternoon at 4 pm.
 - Students will only be allowed in the building with supervision from a teacher, coach, or sponsor after the doors have been locked.

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Suspendable Offenses

***Any student suspended for violence, threat, or repeated offenses will be subject to review by administration to determine the student's educational placement at WHS.**

1. **Alcohol:** A student shall not knowingly possess or be under the influence of alcohol at school or any school activity. Whenever it appears to any public-school teacher that a

student may be under the influence of low alcohol beverages, as defined in Section 2-101 Title 63 of the Oklahoma Statutes, that teacher shall report the matter upon recognition, to the school principal or his/her designee. The principal shall immediately notify the superintendent of schools and a parent/guardian of the student of the matter. The student will be subject to the following discipline: *1st offense*: The student may be suspended from school for ten (10) days to one semester. *2nd offense*: The student may be suspended for the remainder of the semester and possibly the succeeding semester.

2. **Assault or causing personal injury**: A student shall not intentionally cause or attempt to cause personal injury or behave in such a way as could reasonably cause physical injury to any person during school, while engaged in school activities, or while going to or from school. This offense is punishable according to the guidelines for fighting.
3. **Damage or destruction of school or private property**: Parents are responsible to pay for the damages.

- **Damage to school property/ Graffiti**

A student who damages/vandalizes/defaces school property will be held responsible for those actions. The student may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, and exclusion from school activities. Any damage to school property/graffiti may result in legal consequences. Examples may include toilet papering, spray-painting, carving or scratching into school property, etc.

Woodward Public Schools is not responsible for personal items brought to school that are not required by the educational process.

4. **Disruption of school**: A student may not, by the use of violence, force, noise, threat, fear, passive resistance or any other means intentionally cause the substantial and/or material obstruction of any function of the school. This includes being disrespectful, combative, argumentative, or belligerent in any way to teachers, staff, or administration.
5. **Exposure**: Any student who exposes himself/herself, witnessed or unwitnessed, while at school or any school trip or activity may be suspended out-of-school up to ten days. Any student who disposes of bodily fluids in an improper manner will be suspended 1 calendar year.
6. **Fighting**: 1st fight: 3-5 days suspension All suspension may be out-of-school except the last day which is ISD. 2nd fight: 5-10 days out-of-school suspension. 3rd fight: Possible suspension from school for the remainder of the semester. All participants engaged in

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fighting are subject to discipline. All fighting offenses will be reported to the appropriate law enforcement authorities. Students witnessing and/or recording a fight on school grounds will be subject to appropriate discipline as determined by administration. Discipline may include but not be limited to Saturday School, ISD, and/or OSS.

7. **Harassment/ Bullying**: The policy of Woodward High School is to encourage all students to act like ladies and gentlemen and be considerate of others at all times; furthermore, classroom teachers will be on a constant watch for unacceptable behavior in the classroom as well as hallways, commons area, etc. Bullying will not be tolerated at Woodward High School. Students who feel they are a victim of bullying or any type of harassment, including cyber bullying should report it immediately to a teacher, counselor,

or administrator. Anonymous reports will be investigated. Cyber bullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Any student found to be videoing another student without permission, fights, etc. and posting it to a media platform will be subject to discipline. Disciplinary actions used to prevent additional bullying will include but not be limited to Peer Mediation, Saturday Schools, In-School-Detention and Out-of-School Suspension. Any student who falsely accuses another of bullying for the purpose of retaliation, reprisal, or bullying will be subject to the disciplinary actions for bullying/harassment.

Students may not:

- A. deprive other students of the use of school facilities,
- B. block entrances or exits,
 - block pedestrian or vehicle traffic on campus (see section on traffic), or
- C. continuously and intentionally make noise or act in any manner so as to interfere with the teacher's ability to conduct class.
- D. Any student that "departs" or removes another individual's clothing will be subject to the same discipline that coincides with "fighting."

8. **Inappropriate language, gesture, or display:** Students may not use obscene or profane language or gestures or displays while at school. Woodward High School does not tolerate students who use racial slurs at school or during school activities. Students who use obscene language in their everyday conversation may be assigned Saturday school for the first offense. Other infractions may result in ISD or OSS. Students who use inappropriate language or gestures directed toward a teacher or other staff member may be suspended out-of-school up to ten (10) days. Repeat offenders may possibly be suspended for the remainder of the semester.

9. **Narcotics/ Stimulant Drugs or Drug Paraphernalia:** A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any prescription, narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicants of any kind while in any way connected with the school during regular school hours and school activities. Definition/policy A. The selling, distribution or purchase of illegal drugs, or any item believed to be mind or body altering substance, use of/possession of/under the influence of drugs, steroids, or prescription medication to anyone other than the person for whom the

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prescription was written, or nonprescription medication for improper purposes. The student will be suspended from school for the remainder of the semester and possibly the succeeding semester. Students in possession of drug paraphernalia (bongs, pipes, rolling papers, ect.) of any kind while in any way connected with the school during regular school hours and school activities may be suspended from school for ten days up to one semester. This applies to being on school property at any time.

10. **Provoking and Instigating Behavior:** Inciting, encouraging, recording and/or distribution of recorded activities, including, but not limited to fight and/or any other unruly/unsafe activity will be subject to similar consequences as those involved in an altercation.

11. **Repeated school violations:** A student shall not repeatedly fail to comply with school

district policies, school rules, or with the directions of teacher, student teachers, substitute teachers, teacher assistants, principals or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

12. **Theft:** A student shall not take any item from any classroom or another that is not their personal property. 1st Offense: Three to five days (3-5) Out of School Suspension; 2nd Offense: five to eight (5-8) days Out of School Suspension; 3rd Offense - Eight to ten (8-10) days Out of School Suspension; Subsequent Offenses - possible Out of School Suspension for the remainder of the semester.

13. **Threat:** A student shall not make a threat, either verbally, physically or via social media (text, email, Facebook, Twitter, etc.) to assault or cause personal injury upon another student or staff member. This offense is suspend-able up to 1 year.

14. **Tobacco:** (Vaping) Possession of tobacco or tobacco related products, including electronic cigarettes and vaping paraphernalia, by students are prohibited at school and school sponsored activities. Possession of tobacco products by a minor is a misdemeanor and will be reported to law enforcement. 1st offense - 3-5 days ISD - 2nd offense - 3 - 5 days OSS—3rd offense - 10 days OSS or possible suspension for the remainder of the semester. (21 O.S.§ 24-101.3 ; S.L.O.§ 488.2) Ordinance. # 1344

15. **Vandalism:** A student who damages/vandalizes/defaces school property or takes part in any way will be held responsible for their actions. The student may be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, or exclusion from school activities, including, but not limited to the graduation ceremony and promenade. In addition, these actions may result in police involvement.

16. **Weapons and dangerous instruments:** A student shall not knowingly possess, handle, or transmit any object that can be reasonably considered a weapon at any time during school hours, school activities, or while going to or from school. Firearm possession is punishable up to a one year (365 days) suspension. All other weapons infractions are punishable by suspension for the remainder of the semester, and could include the following semester.

- Any weapon/ dangerous instrument includes but is not limited to a starter gun, shotgun, air guns which includes BB guns, pellet guns, paintball guns, “gel blasters”/ “orbeez guns” or cross bow or any other instrument which will or is designed to or may readily be converted to expel a projectile.

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Students who have been suspended for fewer than 10 days will have the opportunity to make up academic assignments they missed during the suspension by attending Saturday School (1 SS for each day of suspension). Credit can be made up for 75% credit.

TARDIES

A student is considered tardy if they are not in the classroom and prepared to begin classwork when the tardy bell rings. (If the student is more than 10 minutes late, it is counted as an absence.) Teachers handle the first three (3) tardies in any one class per semester. Teachers may use any combination of discipline measures: parent contact, detention, etc. A parent may

excuse one (1) of the first three (3) tardies their child has received if it is a bonafide excuse why the student could not get to class on time. Any tardy after the 3rd may only be excused by a doctor's note. Any tardy after the 3rd will be referred to the office for the following discipline assignments:

4th tardy - 1-week lunch detention

5th tardy - 1 Saturday School

6th tardy - 2 Saturday Schools, Loss of off campus privileges til discipline is served

7th tardy - 2 days of ISD, Loss of off campus privileges for a month

8th tardy - 3-5 days ISD, Loss of off campus privileges for semester

9th tardy - Out-of-School Suspension

Ten (10) Day Rule

As required by the state department of education, all students are allowed 10 **activity** absences per class period each academic school year. Excluded from this number are state and national levels of school-sponsored contests. Once a Woodward Public Schools student reaches seven (7) activity absences in any one class period for the current school year, he or she must begin the application process for an extension beyond 10 days. To be eligible for an absence extension you must be currently passing all of your classes. Any student who exceeds the approved activity absences in any one class period must apply for an additional extension. Students will not be allowed to exceed 15 activity absences for one school year, pursuant to the rules adopted by the State Board of Education of February 10, 2020.

Unexcused Absences

Absences for reasons other than those designated as authorized absences will be considered unexcused (truant). Assigned areas for students during the school day are established by the schedule and other directives of the principal or teacher. Failure to report to the assigned area or being located out of it constitutes truancy. Once an absence has been determined to be unexcused, only the principal involved may reverse that decision. A student who is truant may make up the missed work at 50 % credit by voluntarily attending Saturday School, Tutoring and/or Lunch Detention with the principal's approval. In accordance with the policy of the

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board of education, each student in High School is required to attend each class a minimum of 90% of the time in order to receive credit for that class.

The most common reasons for being assigned an unexcused absence

- include: 1. absent from school without parent's permission
2. leaving class without the teacher's permission and/or being in an unauthorized area for an excessive amount of time.
3. leaving campus (building) without principal's permission
4. failure to sign out when leaving
5. failure to report to class within the first 10 minutes of class

Students are required to get permission from his/her principal and sign out to go to the parking lot for books, supplies, or to leave campus once you arrive at school. Call 256-6669 the day the student is absent.

1st incident - 2 weeks Saturday school

2nd incident - 1-3 days ISD

3rd incident - 5 days ISD, parent conf, DA will be contacted, Loss of off campus

privileges 4th incident - 3 days OSS & DA will be contacted

5th incident - 8-10 days OSS & DA will be contacted

Virtual Education Platform

The virtual education application will be open when spring pre enrollment begins and from the beginning of August until the first day of the fall semester. Only for appropriate situations, determined by WHS administration, will a student be switched to virtual after school begins.

VISITORS IN THE BUILDING

All visitors are required to report to the front office upon arrival. Entry should be by way of the front doors by the principal's office. Parents are invited to visit the school as frequently as they wish. Student visitors or younger relatives are not permitted at any time.

WOODWARD PUBLIC SCHOOLS Sudden Cardiac Arrest, Concussion, Amateurism

EVERY STUDENT MUST FILL THIS OUT

The following three policies must be signed by students, grades 7-12, each school year. This signature page will be filed in the student's permanent record file. (Copies of Sudden Cardiac Arrest, Concussion and Amateurism policies are online at www.woodwardps.net, on the High School web page, under athletics.)

SUDDEN CARDIAC ARREST ACKNOWLEDGEMENT (SB 239)

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs I have reviewed the Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms (SCA) and warning signs information material. This was jointly developed by the Oklahoma State Department of Health

and the Oklahoma State Department of Education. I understand the symptoms and warning signs of SCA related to participation in athletic programs.

CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT (SB 1164)

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the CONCUSSION FACT SHEET provided to you by Woodward Public Schools related to potential concussion and head injuries occurring during participation in athletics. I, as a student-athlete who participates in Woodward Public Schools athletics and

I, as the parent/legal guardian, have read the information material provided to us by Woodward Public Schools related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings. Any student athlete removed from competition for symptoms of a concussion may not return to practice, competition (return to play) or school work (return to learn) until cleared by a licensed medical practitioner and a copy of a doctor’s note is provided to the coach/sponsor.

Oklahoma statute: Section 822.1 of title 70 (HB 2615) ACKNOWLEDGEMENT I have reviewed the information provided by Woodward Public Schools regarding maintaining amateur athletic status. Each public and private high school in this state shall at the beginning of each sports season advise in writing each student who participates in any athletic program sponsored by the school of the provisions of this section and shall provide each student with information concerning the effect of receiving money or other things of value on the future eligibility of the student to participate in intercollegiate athletics.

I also acknowledge that I have been provided with information regarding NCAA amateurism and understand the effect of receiving money or other things of value on the future eligibility of my child to participate in intercollegiate athletics. We have read and understand the information given to us by WPS regarding the three policies above. Copies of Sudden Cardiac Arrest, Concussion and Amateurism policies are online at www.woodwardps.net, on the High School web page, under athletics.

Signature of Student-Athlete Print Student –Athlete’s Name Date Grade level

Signature of Parent Guardian Print Parent Guardian’s Name Date

**WOODWARD PUBLIC SCHOOLS
STUDENT AGREEMENT TERMS AND CONDITIONS FOR THE USE OF THE INTERNET AND OTHER
COMPUTERIZED RESOURCES**

Student Name (Please Print) _____ Grade _____

I have read and understand the Woodward Public Schools District's Acceptable Use Policy. I agree to follow the rules contained, my account can be terminated and I may face other disciplinary measures, consistent with the present handbook policies.

Student Signature _____ Date _____

Parent or Guardian: I have read and understand the Woodward Public School District's

Acceptable Use Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Woodward Public School District's Internet access system, LAN/WAN, and other computerized resources. This includes but is not limited to claims that may arise from the unauthorized use of the Internet to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Woodward Public Schools District's Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety as listed in the Acceptable Use Policy.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent or Guardian name: (please print) _____

Parent or Guardian Signature: _____

Home Address: _____ Phone: _____

This agreement must be returned to the Woodward Public Schools where it will be kept on file. Woodward Public Schools board of Education Addendum: "No student will be allowed access to any workstation on the network which does not have blocking software installed."

**WOODWARD PUBLIC SCHOOLS
STUDENT AGREEMENT FOR THE USE OF CIRCULATING
ELECTRONIC AND/OR DIGITAL EQUIPMENT**

Student Name (Please Print) _____ Grade _____

This policy includes but is not limited to the following items:

- MP3 players
- Handheld computers (iPod Touch, iPad, etc.)
- Laptop Computers (Chromebooks?)
- Cameras (still or video)

E-readers

Students will be allowed to check out items at the supervising teacher's discretion. The equipment is to be returned to the teacher or to the library the next school day. The equipment must be returned in the same condition it was borrowed. Software may not be changed, and the cords and case must be intact. The student is financially responsible for any damage or loss incurred while the equipment is in his/her possession.

I have read and understand the above policy for checking out digital equipment.

Student Signature _____ Date _____

Parent or Guardian name: (please print) _____

I have read and understand the above policy and accept the responsibility for my child's use of digital equipment.

Parent or Guardian Signature: _____ This

agreement must be returned to the Woodward Public Schools where it will be kept on file.