

Woodward Middle School

GRADES 5, 6, 7 & 8

STUDENT-PARENT HANDBOOK

2026 – 2027

South Campus 9th and Oak North Campus 9th and Maple

Woodward, OK 73801

www.woodwardps.net

North Campus Telephone 256-5357

South Campus Telephone 256-7901

Mission Statement

2026-2027

Woodward Boomers will become lifelong learners with a pioneer spirit--cooperative, productive, responsible, and ready for the future.



SCHOOL DIRECTORY

CENTRAL ADMINISTRATION OFFICE

Superintendent 256-6063
Board Clerk 256-3284
Administrator for Student Instruction 256-3284
Administrator for Support Services 256-6063

Central Kitchen 256-2612
Transportation 256-3274
Warehouse 256-3013

HIGH SCHOOL

Principal 256-5329
Music 256-6517
Assistant Principal 256-6669
Industrial Arts 256-6306
Alternative School 256-8713
Gymnasium 256-6489
Counselor 256-2858
Industrial Arts 256-6306

Financial Secretary 256-8703
Kitchen 256-8411
Football Stadium 256-4042
Vo-Ag 256-6374
SRO 256-6063 ext 1911
IT 256-6063 ext. 3145
Athletic Director 256-6063 ext. 3111
Activities Secretary 256-6063 ext. 3112

MIDDLE SCHOOL

North Campus Office 256-4626
South Campus Office 256-7901
Principal 256-6063 ext. 1920
Assistant Principal (5th/6th) 256-6063 ext. 3604
Assistant Principal (7th/8th) 256-6063 ext. 3170
North Campus Counselor 256-6063 ext. 3109

South Campus Counselor 256-6063 ext. 3518
SRO 256-6063 ext. 3551
Media Center 256-6063 ext. 3514
Nurses' Office 256-6063 ext. 3511
Band 256-6063 ext. 3116

ELEMENTARY SCHOOLS

Cedar Heights 256-6521
Horace Mann 256-2760

Highland Park 256-2600
WW ECC 256-2561

Welcome to WMS. We believe that every student can and will learn a guaranteed curriculum at high levels, and we will devote the time and support to ensure such learning. Woodward Middle School organizes its goals and objectives around the following middle school themes:

Strong Academic Emphasis
Enrichment and Intervention
Parent Involvement
Interdisciplinary Learning Experiences

Exploratory Experiences
Digital Citizenship
Recognition of Social Needs
Project Based Learning

The policies and information contained in this student handbook are an effort on behalf of the administration and the faculty to provide middle school students with guidelines relating to school life. This information has been carefully prepared and presented in order to clarify rules as they apply to middle school students so that it will be of great value in helping you as a student to adjust to our school and become an intricate part of it. This handbook serves as a reference to regulations and policies. It is not meant to cover all situations that might arise. Parents should also use the book to become familiar with the operation of the school. In areas where this handbook may differ from district policy, district policy will prevail.

The ultimate purpose of education is to help you, as a student, become an effective citizen in a democracy. The development and acceptance of responsibilities and obligations of good citizenship will help you participate successfully in the world of tomorrow. We hope that you will participate in our varied activities within our school which will prepare you to live a better life and finally take your place in this complex society. Remember, your success will be directly proportional to your effort.

From now until the time a child leaves Woodward Middle School, we will have parent-teacher conferences, various parent/student events, the parent/student portal, social media, email, and other district approved platforms – whatever is necessary to keep parents informed about how your student is doing in school. Parents are encouraged to call a school office with any questions or concerns. Following is an alphabetical list of various topics that you should refer to for policies concerning middle school procedures and policies.



A.I.D.S. PREVENTION EDUCATION: An A.I.D.S. Prevention Education program is offered to students in the Woodward School System pursuant to H.B. 1475 of the 1987 Legislative Session. The State Department of Education of Health developed the curriculum materials used for this program. Prior to teaching A.I.D.S. Prevention, notice to parents and permission forms will be sent home.

ALTERNATIVE SCHOOL: The WMS Learning Academy is available to students that struggle in one or more areas associated with a traditional classroom setting or prefer an alternative learning environment either onsite here at the middle school or offsite. Space is limited and priority is given to 7th and 8th grade students. A student turning 15 before the beginning of their 8th grade year or during the first semester of 8th grade will be considered for an alternative education placement or program. For more information, please contact a middle school principal. Placement in the Learning Academy at WMS does not guarantee placement in the High School Alternative Education program. Placement in the alternative program is not guaranteed and is limited in size as space and staffing allows. Final determination on placement in an alternative program is at the discretion of the administration.

ARTIFICIAL INTELLIGENCE (AI): Any student found to be creating, disseminating, or in possession of AI-generated materials or images of a pornographic nature will face disciplinary action up to and including out of school suspension. Creation, dissemination, or possession of AI-generated pornography is now a crime and a police report will be filed. The use of AI to create or disseminate content that could be considered bullying, harassing, or damaging to another person or group is prohibited. This includes the generation of fake images, music, videos, or messages.

ASSAULT/BATTERY: Assault and battery is the physical attack of another student. Acts of this nature will not be tolerated at Woodward Middle School and a police report will be filed.

First Offense: Ten (10) days minimum suspension plus an evidentiary hearing which could lead to suspension for the remainder of the current semester and the next semester. Subsequent offenses will result in long term suspension. In lieu of suspension the administration may consider COPE or alternative placement.

ATHLETICS/EXTRACURRICULAR ACTIVITIES: The combination of academics and athletics and/or extracurricular activities can be a tremendous experience in the life of a young person. These activities are an integral part of any school system and are viewed as a part of the total educational program. The life-lessons that can be developed as a part of these programs are invaluable. While it is the goal of our programs to offer the opportunity for participation, no student is obligated to take part. It should be stressed that participation is a “privilege” and not a right and as such the coach, sponsor, and/or administration has the authority to revoke this privilege when the rules are not followed. This privilege carries with it the responsibility for the student athlete to represent themselves, the student body, team, organization, school, and community in a positive manner at all times. Coaches and sponsors may have additional expectations which they will outline. Academic and attendance requirements must be met. OSSAA policy will be followed for all areas.

ATHLETICS/SPORTSMANSHIP: Participation in extracurricular activities are positive learning experiences for young people. Self-discipline, loyalty, perseverance, and teamwork are some of the benefits of these activities. Unsportsmanlike acts by the fans have no place at these events. Activities are an important part of our local community and good sportsmanship is an essential and admired quality. **Any unruly fans can and will be removed from events.**

ATHLETICS/RULES: It is important that every athlete and parent understand that athletics falls under the umbrella of the Woodward Schools District and the rules of the Oklahoma Secondary Schools Activities Association. School rules that are in the student handbook will apply to athletics and athletic events as well. In that participation in athletics is a “privilege” and not a right and is not required, coaches and/or the athletic director and principal may find it necessary to remove students from the athletic program if there are disciplinary violations that warrant such removal. Students who are ineligible due to academics, attendance, or for disciplinary reasons, are not allowed to travel with or sit with the team at competitive events.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES (STUDENT-BODY): Middle School students attending extracurricular activities or events as spectators at Woodward Public Schools facilities are expected to follow school rules at all times. Middle School students asked to leave an extracurricular event will not be allowed to return and could be banned from future events and activities at the discretion of middle school administration.

ATTENDANCE (GENERAL): Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend classes regularly. State laws of Oklahoma require compulsory school attendance for anyone who has not reached the age of eighteen (18), graduated from high school, or has furnished satisfactory written evidence as to why the student should not attend school. The work offered in school is based on the assumption that students will be present each day. No single factor will do more to aid in progress in school than regular attendance. Truancy will be filed for excessive or unverified absences and tardies.

1. A student who has not attended classes ninety (90) percent of the time for the semester in any of his/her scheduled classes shall be ineligible and receive a failing grade.
2. A student must be in attendance at least ninety (90) percent of the time from the beginning of the semester term to participate in athletic contests or other school activities. Hospitalization, contagious diseases or illness, which requires direct medical care by a physician, constitutes an exception. Oklahoma law also provides excused absences for religious reasons. Should a student receive more than the allowed number of absences and be recommended for retention, the parent may call the office and set up an appointment to appeal with ruling within five (5) days of the final notification from Woodward Middle School.
3. The school will authorize absences due to illness, injury, or family emergency that cannot be foreseen or pre-arranged prior to the day of the absence. Notes from a physician or court representative will excuse an absence or tardy. Students will have five (5) days after each absence to obtain a doctor’s note or court representative’s note to file in the attendance office. Due to mandatory state reports that must be completed, doctor’s notes cannot be entered into Infinite Campus after the deadline. Medical or court notes should be emailed or hand-delivered to the middle school.
4. If a student is absent from school, parents should call the school at 256-5357 (North Campus) or 256-7901 (South Campus) between 8:00

a.m. and 2:00 p.m. (preferably before 10:00 a.m.) on the day of the absence. There is better coordination between the home and the school when a timely phone call is made rather than a note sent after the absence. Parents not calling by the end of the school day will be contacted that evening by a telephone call made by our computer system.

5. 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. The most common reasons for being assigned an unexcused absence include: absent from school without parent permission, leaving class without teacher permission and/or being in an unauthorized area, leaving campus (building) without the principal's permission, failure to sign out when leaving, failure to report to class within the first ten (10) minutes of class. Board Policy also states that a student "who is more than 10 minutes late is counted absent for the period." Students with unexcused absences are subject to disciplinary consequences and may result in truancy filings with law enforcement. **Unexcused absences should be cleared within five (5) school days.**
6. Students whose attendance falls below 90% are subject to discipline consequences and/or truancy reporting to law enforcement.
7. Students found to be in violation of attendance rules may be subject to being placed on an attendance contract.
8. Parents who pick up their child(ren) from school in the middle of the school day, should bring a photo ID with them to verify identity during the checkout process.

ATTENDANCE (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 contact the office and prearrange the absence. It is the responsibility of the student to get the form from the office and take it to each teacher. These absences still count against students in calculating attendance for activities and/or eligibility.

ATTENDANCE-MORNING TARDIES: A student will only be allowed five (5) morning tardies per quarter. Supervised study can be assigned for the sixth (6th) and subsequent tardies. After the 10th morning tardy a truancy report will be filed. A truancy report can also be filed for each subsequent tardy beyond the 10th morning tardy.

ATTENDANCE-STUDENT TARDIES: Woodward Public Schools Board of Education defines a tardy student as a student "who is not in the student's seat when the bell rings to begin the period." Administrators' notes, physician's notes, and/or court representative notes will be the only excuse accepted for tardies. Parents' notes or telephone calls will not excuse students from school absences or tardies. Four tardies per class will equal one unexcused absence and can result in supervised study. Each class tardy beyond the fourth tardy can also result in supervised study. In accordance with Board Policy any student "who is more than 10 minutes late is counted absent for the period."

ATTENDANCE-TRUANCY: Being absent from class or classes without permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting class or skipping. A Learning Academy placement may be considered for all students that are truant or those identified as "chronically absent." Disciplinary consequences will apply. A police report may be filed.

BACKPACKS/BOOK BAGS: Backpacks and bookbags are not allowed in the halls or classrooms at Woodward Middle School. During the regular school days, these bags must be stored in lockers.

BULLYING AND HARASSMENT: The Woodward Public Schools Board of Education has adopted a bullying policy as required by state law. It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring students to appropriate social agency or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs

13. Suspension or placement into an onsite or offsite Learning Academy
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students. **A copy of this policy will be furnished to each student and teacher in this school district.**

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

BULLYING & HARASSMENT: (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2603 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 (three) days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 (three) days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of

the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

BUSES/TRANSPORTATION: Woodward Public Schools provides transportation to/from school on a daily basis. To sign up for transportation, please contact the transportation office.

CAMPUS ASSIGNMENT: Woodward Middle School is divided into two separate campuses. The North Campus houses primarily the 5th and 6th grade students and faculty. The South Campus primarily serves the 7th and 8th grade students. Elective teachers are shared between both campuses. A principal and counselor are available on each campus to serve the needs of students and parents. Students should not be in areas of the campus they are unassigned to and should maintain appropriate campus location at all times. Students found to not be in their assigned appropriate location are subject to supervised study, Saturday School, in school detention, out of school suspension, or an alternative placement.

CHANGE OF ADDRESS: All serious accidents or illnesses are reported to parents. Parents are asked to inform the school of changes in phone numbers or persons to contact in case of an emergency. **It is absolutely necessary to have a working phone number available to reach parents.**

CHEATING/PLAGIARISM: In order for teachers to give an accurate evaluation of student progress, students need to demonstrate their learning accurately. Cheating is intentionally using or attempting to use unauthorized materials (including electronic devices), information, or study aids in any academic exercise. Grade of zero (0) for all work resulting from the cheating/plagiarism for both the student committing the cheating and any student who assisted the student with cheating. Any student found to have committed or assisted another student in committing cheating or plagiarism shall be ineligible for any academic honor or award for the current semester and following semester. Students who use artificial intelligence (AI) programs to complete assignments may also be subject to disciplinary action under the cheating policy.

CLOSED CAMPUS: We have a closed campus for students in grades 5 through 8. This means students are to remain at school during school hours and during their lunch period. Students must report to the cafeteria during their assigned lunch time. **Parents may take ONLY their child out of school during regular school hours.** Parents must sign their student out for appointments, lunch, etc, and the student must sign back in upon returning to school. Students not returning to their class directly after lunch will have an unexcused tardy or unexcused absence recorded for that class. Siblings or students from other campuses, school districts, or school-age minors under the age of 18 pursuing other educational plans or programs may not come to the middle school campus for lunch or any other part of the regular school day.

CONFERENCES, PROGRESS REPORTS, AND REPORT CARDS: Parent-Teacher conferences will be held during the first and third 9-week periods. Parents can access grades in the parent portal. Conference scheduling will begin two weeks before conference dates. Teachers must be notified if a conference appointment cannot be kept. The teacher will schedule another appointment.

DELIVERIES: Deliveries from parents, florists, candy stores, and/or other businesses for non-educational purposes will not be accepted. Due to the disruption of the educational environment, Woodward Middle School will not accept deliveries for students before, during, or after school hours. This includes birthdays, Homecoming Celebrations, Valentine's Day, etc. Woodward Middle School is not responsible for items left in the office.

DISCIPLINE -VIOLATION LEVELS

Level I (Minor Violations)

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|---------------------------------|---|
| 1. Dress Code | 5. Lunch Infractions |
| 2. Tardies | 6. Possession of Disruptive Non-Educational Materials |
| 3. Hall/Corridor/Locker Abuse | 7. Gum/Candy/Pop Sale |
| 4. Public Displays of Affection | |

Level I violations – Students are subject to but not limited to: Verbal Warning, Detention (before, after, lunch) and Supervised Study. Students committing a Level I violation may be subject to participation in restorative practices in place of or in combination with other disciplinary measures. Students who abuse these violations will be moved to Level II.

Level II (Major Violations)

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| 1. Truancy | Violations |
| 2. Disorderly Conduct | 8. Inappropriate Social Media activities while at school (including social media challenges which may be disruptive or harmful) |
| 3. Excessive Tardies | 9. Bullying |
| 4. Throwing Objects | 10. Any Behavior that Comprises a Safe Environment |
| 5. Cheating | |
| 6. Foul Language or Gestures | |
| 7. Internet/Computer Violation/Electronic Device | |

Level II violations – Students are subject to but not limited to: Detention (before, after, lunch), Supervised Study, Saturday School, In-School Detention, and/or Out of School Suspension. Students committing a Level II violation may be subject to participation in restorative practices in place of or in combination with other disciplinary measures. These infractions may result in consideration for placement in the offsite Learning Academy Program. Students who abuse these violations will be moved to level III. **THESE INFRACTIONS ARE SUBJECT TO HAVING POLICE REPORTS FILED.**

Level III (Serious Violations)

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| 1. Sexual Misconduct | 8. Notes of Threatening Nature/ Profanity |
| 2. Repeated Disrespect/Disobedience/Insubordination | 9. Internet/Computer Violations/Electronic Device Violations |
| 3. Fighting/Assault/Battery/Threatening | 10. Inappropriate Social Media activities while at school (including social media challenges which may be disruptive or harmful) |
| 4. Possession of Pyrotechnics | 11. Bullying |
| 5. Possession of Weapons/Explosives | |
| 6. Drugs/Alcohol/Tobacco | |
| 7. Vandalism/Theft | |

Level III violations – Students are subject to but not limited to: In-School Detention, Out of School Suspension, Short Term Suspension, Long Term Suspension, or Permanent Expulsion. Students committing a Level III violation may be subject to participation in restorative practices in combination with other disciplinary measures. These infractions may result in placement in the offsite Learning Academy Program. THESE INFRACTIONS ARE SUBJECT TO HAVING POLICE REPORTS FILED.

DISCIPLINE-FAILURE or REFUSAL TO SERVE ASSIGNED DISCIPLINE: If the student fails to serve the discipline due to circumstances genuinely beyond the student's control, the student must make up the discipline. If the student forgets to serve the discipline, the discipline is doubled. If the student refuses to serve the discipline the student will receive Supervised Study, Saturday School, In-School Detention, or Out of School Suspension (OSS). Refusal to serve discipline as assigned may result in truancy reporting to law enforcement. These infractions may result in placement in the offsite Learning Academy Program. **Students placed into the offsite Learning Academy are not permitted to participate in school activities or allowed on school property during the length of their offsite placement.**

DISCIPLINE-DESCRIPTION OF CONSEQUENCES

Discipline Contracts: Students who repeatedly violate school rules may be subject to a discipline contract outlining prohibited behaviors and their consequences.

Lunch Detention: A form of student discipline requiring students to spend the entire lunch period at a designated area.

After School Detention: The After-School Detention is a part of each teacher's discipline plan and will be held in a designated room for thirty (30) minutes. Detention is assigned by teachers for minor classroom infractions. Students are expected to bring work to complete in detention. Students are expected to notify their parents of detention. Failure or refusal to serve detention will result in Supervised Study.

Supervised Study: Supervised Study is held after school for up to two hours. Work is assigned from each teacher and turned in at the conclusion of the mandatory time. Skipping Supervised Study is considered truancy and is subject to additional disciplinary consequences and a truancy report filed with law enforcement. Repeated assignment to Supervised Study may result in assignment to ISD in lieu of Supervised Study.

Saturday School: A discipline consequence in which the student is required to attend school for approximately four hours on Saturday. Skipping Saturday School is considered truancy and is subject to additional consequences and a truancy report filed with law enforcement.

In-School Detention (ISD): A detention in which students are removed from the regular school program for a designated period of time. The ISD program will be a highly structured class situation with the emphasis being placed on intensive student work. Students who refuse ISD or fail to adhere to the policies set forth in the student handbook will be suspended from school for as many days as the ISD assignment and possibly additional days. While in ISD, the student is required to bring all necessary items for the completion of assignments. The student is not permitted to attend or participate in any school activities while he/she has been assigned ISD (including practices), this activity suspension includes suspension from weekend activities while the student is serving an ISD assignment. While in ISD, students may be expected to participate in campus beautification projects, including but not limited to trash removal, sweeping and wiping down tables/desks at school, washing windows, or sweeping/mopping floors, in addition to their regular classroom studies. No personal electronic devices are allowed in ISD and must be turned to the office at the beginning of the day. Students who have had ISD twice in the same semester, may be placed in an offsite learning academy placement for a minimum of 10 school days. **Students placed into the offsite Learning Academy are not permitted to participate in school activities or allowed on school property during the length of their offsite placement.**

Out of School Suspension: After investigation, if deemed necessary by the principal, he/she may order a student to be suspended from class or from school. A pupil who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other pupils shall not be entitled to enroll in a public school of this state, and nonpublic school shall be required to enroll such pupil until the terms of the suspension has expired. The student is not permitted to attend or participate in any school activities while he/she is suspended. The student may not be on school grounds or they will be considered trespassing. Students who are suspended for more than five days shall be provided an education plan in accordance with state law. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. For the purposes of this section, the core units shall consist of the minimum English, mathematics, science, social studies and art units required by the State Board of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. Parents/guardians are responsible for providing a structured environment and monitoring the student's progress. In lieu of Out of School Suspensions, students may be placed into the Learning Academy. The Learning Academy placement may be onsite or off site at the discretion of middle school administrators. **Students placed into the offsite Learning Academy are not permitted to participate in school activities or allowed on school property during the length of their offsite placement.**

DISCIPLINE-RESTORATIVE JUSTICE: Restorative Justice is a philosophy and an approach to discipline that moves away from punishment toward restoring a sense of harmony and well-being for all those affected by a hurtful act. It provides families, schools, and communities a way to ensure accountability and focuses on reconnecting severed relationships and re-empowering individuals by holding them responsible. This approach acknowledges that, when a person does harm, it affects the people they hurt, the community, and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that everyone is moved toward healing. Restorative Justice may be used at the discretion of an administrator or at the recommendation of a counselor. Restorative practices may be used in place of or in combination with other disciplinary action.

DISRUPTION OF SCHOOL: A student shall not by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. A student who fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel shall be in violation of school rules and regulations.

DRESS CODE/PERSONAL APPEARANCE: Good standards of dress and appearance reflect good judgment, poise and maturity that helps create a business-like and purposeful atmosphere. Therefore, the following dress and personal appearance code has been developed and officially adopted by the Woodward Board of Education. The following articles and types of apparel are not considered suitable for school purposes:

1. Shorts and skirts are permissible at an appropriate length. They should be no shorter than mid-thigh. Cutoff shorts, boxer shorts, or bike shorts are not appropriate for school.
2. Jeans or tights with inappropriately placed holes will be required to be covered while at school.
3. Undergarments must be covered at all times. Spaghetti strapped shirts, muscle shirts, see-through blouses, or midriff tops will not be allowed. Tops and pants must meet at all times (EX. – No exposed skin when standing, sitting, or with arms raised.) No exposed cleavage and or undergarments. Pants worn below the natural waistline (sagging) are not appropriate.
4. Apparel with reference to drugs, alcohol, tobacco or any vulgarity, offensive or disruptive to the learning environment will not be allowed. Any item, jewelry or clothing that promotes or imitates sexual innuendos, wording, or content will not be allowed.
5. Pajamas or house shoes (slippers) are not appropriate apparel for school.
6. Any headgear (hats, hoodies, etc) will not be permitted to be worn in any school building. Exceptions shall be made for pre-approved events such as homecoming spirit days, religious, or medical reasons. Students may not carry hats or caps between classes during school hours. Any such item must remain in the students locker throughout the day and not be carried between classes or stored in the office or classrooms.
7. Bandanas and/or “do” rags will not be permitted in any school building. Exceptions shall be made for medical reasons.
8. Excessively oversized or tight clothing will not be permitted.
9. Long coats/trench coats are not allowed to be worn during school hours.
10. Jewelry, chains, sunglasses or other items that materially and substantially disrupt the learning process or could be used as a weapon will not be permitted at school.
11. Students are not allowed to write on their own or each other’s bodies or clothing at school.
12. For health and safety purposes, footwear must be worn at all times.
13. Blankets are not to be worn or carried at school due to the risk of bed bugs. For this reason, pillows and stuffed animals are also not allowed.
14. Students should refrain from using or applying body sprays or perfumes while at school. These types of substances can result in allergic reactions to others.
15. Students should not bring hair products and makeup to school for grooming purposes while at school during the regular school day. Haircuts on school property are not permitted.

DRESS CODE VIOLATION: A student found to be in violation of the dress code will be required to change the article of clothing, cover the article of clothing, or will be provided with alternative clothing. The violation will be documented and the parent can be notified. Excessive violations of the dress code may result in disciplinary action.

DRINK POLICY: Woodward Middle School aims to promote healthy lifestyles and a positive learning environment by reinforcing positive behavior. The school community believes that the consumption of energy drinks prevents this from happening. For these reasons, students will not be permitted to bring energy drinks onto school grounds. Should parents/caregivers wish to provide students with drinks to be consumed during the school day then water is encouraged. Drink containers should be leak proof and have a closable, sealable lid. Drinks in the classroom are at teacher discretion.

DRIVING: Due to the limited amount of parking at Woodward Middle School, students are not allowed to drive vehicles, motorcycles, or **motorized scooters/bikes** to or from school.

DRUGS, ALCOHOLIC BEVERAGES, STIMULANT AND DESIGNER DRUG POLICY

The following shall be the policy of the Woodward Public Schools relative to substance abuse – drugs: Students shall not knowingly use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, stimulants, counterfeit drugs, amphetamine, barbiturate, marijuana, alcoholic beverages, low point beer, or intoxicant of any kind while in any way connected with the school during regular hours, school activities or going to and from school.

1. The selling or distribution of illegal drugs, use of/possession of/under the influence of drugs, steroids, or prescription medication to anyone other than the person for whom the prescription was written or non-prescription medication for improper purposes.
2. Students in possession of drug paraphernalia of any kind while in any way connected with the school during regular school hours or school activities may be suspended from school from ten (10) days up to a semester (**approximately 90 school days**).
3. Use of/possession of/under the influence of alcohol. Whenever it appears 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. Law enforcement will be notified immediately. The principal or his/her designee shall immediately notify the superintendent of schools or designee of the matter.

First Offense: Students may be suspended from school ten (10) days or up to one (1) semester (**approximately 90 school days**) and appropriate notification of the school resource officer or law enforcement will be made. In lieu of Out of School Suspensions, students may be placed into the Learning Academy. The Learning Academy placement may be onsite or off site at the discretion of middle school administrators. **Students placed into the offsite Learning Academy are not permitted to participate in school activities or allowed on school property during the length of their offsite placement.**

Second Offense: Students may be suspended for the remainder of the semester and possibly the succeeding semester and appropriate notification of the school resource officer or law enforcement will be made. In lieu of Out of School Suspensions, students may be placed into the Learning Academy. The Learning Academy placement may be onsite or off site at the discretion of middle school administrators. **Students placed into the offsite Learning Academy are not permitted to participate in school activities or allowed on school property during the length of their offsite placement.**

ELECTRONIC DEVICES (SCHOOL-OWNED): School-owned electronic devices are school property and are subject to search or confiscation at

any time. Inappropriate materials found on a school-owned device may result in revocation or suspension of privileges, and/or referral to appropriate law enforcement agencies.

ELIGIBILITY: Eligibility requirements correspond with those set by the OSSAA. These apply to all Woodward School activities, including elections and tryouts. The principal has charge of all athletic contests and determines the eligibility of the participants. **Attendance:** Students must attend classes 90% of the days school is in session to be eligible to compete or participate. For example, if there have been 30 days of school, students who have missed more than three days would be ineligible due to attendance.

Semester Grades:

1. A student must have received passing grades in any 5 subjects that he/she was enrolled in during the last semester he/she attended fifteen or more days. Students enrolled in the full virtual option must have received passing grades in all four core classes during the previous semester.
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.

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. The ineligibility period begins on Sunday and ends on Saturday.
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.
5. Eligibility reports are run each week on the last school day of the week. Students and parents can use the Infinite Campus portal at any time to view grades.

50% rule: Any student who will be participating in an activity, must be present at school 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: A doctor's note is on file or funeral arrangements were made for the previous day. Students who leave before the end of a school day due to illness, will not be allowed to participate in an extracurricular activity on that same school day, unless cleared by a medical professional.

EMERGENCY/DISASTER CHECKOUT/RELEASE PROCEDURE: Should we have a major disaster during school hours, your student(s) will be cared for at the school or at an evacuation site. Our School District has a detailed emergency plan which has been formulated to respond to any major catastrophe. Your cooperation is necessary in any emergency, for both the safety of staff and students, and the expedient reunification with your child.

1. Parents should not telephone the school. Telephone lines may be needed for emergency communication.
2. Parents should not attempt to reach your student by cell phone as this may put your student at further risk depending on the emergency. Cell phone lines may also be needed for emergency communication.
3. Parents should not go to the school or evacuation site until notified to do so.
4. In the event of a serious emergency, students will be kept at their schools, or evacuated to an alternate site. Only a parent, guardian or emergency contact, 18 years of age or older, who has been identified as such in the school information system, will be permitted to pick up a student.
5. Parents should turn your radio and television to local stations and monitor our social media pages. If students are to be kept at school or evacuated to an alternate site, the media will be notified and the notification will be posted on social media, if possible. The automated phone caller will be sent out also, if possible.
6. Parents should impress upon your children the need for them to follow the directions of any school personnel in times of emergency.
7. Parents should be aware that the student release process in this event will be lengthy. Please instruct your student to remain with school personnel until you or your designee arrives.
8. The emergency actions your school may take are dependent on the emergency situation. Please realize that we will do everything within our power to keep your student safe. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.
9. In the event of a lockdown event or tornado warning for the city of Woodward, students will not be released until the "all clear" is given by the appropriate emergency agency.

EXEMPTION POLICY: End of Semester Exemption Days may be available for both first and second semester for students meeting attendance, discipline, and grade requirements. In person attendance on this day is still required.

FAILURES/RETENTION POLICY: It is the policy and practice of Woodward Middle School to ensure that teachers, counselors, principals, and parents work together for the educational success of all students. Realizing that each student has different physical, social, emotional, and intellectual aspects and understanding how these needs are interrelated, the total student will also be considered when the possibility of retention is considered. For 6th, 7th, 8th grade students, students who fail one or more core classes (English-Language Arts, Math, Science, and/or Social Studies) may be removed from one or more elective classes and placed in a credit recovery course to demonstrate proficiency in subject matter content. Students in grades 6, 7, and 8, who fail two or more classes will be considered for retention. 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 school shall fully inform the parent/guardian of the student's status, including the fact that the student may fail the course or grade level. 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.

FEE WAIVERS: Students may be eligible for fee waivers based on economic hardship. See a principal for more information and to apply.

FIGHTING: Fighting will not be tolerated at Woodward Middle School. All students have the right to feel safe and free from harm while in attendance at school. 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, or an alternative placement. All fighting offenses are subject to filing a police report.

FIRE AND EMERGENCY RESPONSE PLANS: Exit plans for fire and emergency situations are posted in each classroom. Teachers discuss pathways and alternate routes with students. Emergency Action Plans provide teachers with definite steps to follow for specific emergencies. A middle school crisis response team has a step-by-step plan ready should a crisis occur.

FLAG SALUTES AND MOMENT OF SILENCE: Each day, students of Woodward Public Schools shall be asked to stand and recite the Pledge of Allegiance, the Oklahoma Flag salute, and remain standing for a "Moment of Silence" as required by Senate Bill 815. The moment of silence is for the express purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity. The public announcement shall be, "Please stand for the flag salutes. We will then observe a moment of silence." Any student who does not wish to participate in the flag salute will not be required to do so., but is expected to be respectful to those that do.

FOCUS/ZAP: FOCUS and ZAP are after school programs held at the discretion of teachers giving students the opportunity to complete missing assignments. A teacher may choose to make their FOCUS or ZAP program mandatory. In cases where FOCUS or ZAP are mandatory, discipline may be assigned for failure to attend this program. Failure to attend as required can be considered truancy.

GANGS-PROHIBITION OF GANGS AND GANG-RELATED BEHAVIOR/INCIDENTS: Gang-related incidents in our school create an atmosphere of intimidation and harm. The mere presence of such conditions is disruptive and potentially dangerous. It is, therefore, the policy of Woodward Middle School that gangs and gang-related behavior or incidents are prohibited in Woodward Middle School. **Definitions and Descriptions of What is Prohibited**

- A. Gangs—Any assembly of three or more individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit anti-social behavior or to violate school district policy.
- B. Gang-Related Behavior or Incidents—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 in Woodward Middle School. All gang-related activity will be referred to the proper legal authorities. Repeated offenses will result in a temporary suspension with a parent conference/hearing before a student is readmitted to school. Prohibited items and activities are as follows:
 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 their pants below waistline (sagging or dragging) or wear their caps, bandanas, handkerchiefs or any other items associated with gang-related behavior.
 2. Participation in any act, either verbal or non-verbal, 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 gang affiliation or gang membership.
 4. Participation in any act that may evidence intimidation, threats, "pay for protection", or any other behavior of potential violence.
 5. Participation in writing, painting, or inscribing gang-related graffiti to include messages, symbols, or signs on school property.
 6. Assembling or congregating as a gang or members of a gang for any purpose.

GRADING SCALE:

A: 90-100 B: 80-89 C: 70-79 D: 65-69 F: 0-64 S: Satisfactory I: Incomplete U: Unsatisfactory NM: No Mark

HALL PASSES: Students are expected to remain in class at all times. Students outside of classes during instruction time are expected to have a hall pass. Only one student should be excused from class at a time (exceptions include medical emergencies when a student may need to be escorted to the nurse or office or students traveling to/from a resource room).

HAZING: No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing. Hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization.

HEALTH AND SAFETY: Woodward Middle School is making a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on your follow-through at home. Children should not come to school when they are ill, have an elevated temperature or a suspected contagious condition. This is for his or her protection as well as others in the classroom. Students will be sent home if they have elevated temperatures, head lice, are vomiting, have diarrhea, have an undiagnosed skin rash, or have red inflamed eyes.

IMMUNIZATIONS: Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. In accordance with Oklahoma law for the fall 2006 semester, every school-age child must comply with the requirements set forth by the state of Oklahoma. In accordance with state law, students will not be allowed to attend school if their immunizations are not current and there is not an updated immunization record on file. Students requiring an immunization exemption may contact their school campus. This exemption must also be filed with the Oklahoma State Department of Health.

LOCKERS: Lockers will be assigned at the beginning of the year. Students will be expected to use the locker assigned to them and to keep them

clean and neat at all times. Students are not to use any lockers that have not been assigned to them. Students have no reason to expect privacy rights from school officials regarding the contents of school lockers, desks, or other school property or electronic communication through school accounts or devices. (O.S. 1987 24-102). Personal locks may be brought from home to secure assigned lockers, however a second key or combination must be made available in the office prior to securing a school locker. Open food and drink should not be kept in lockers.

LOST AND FOUND: Woodward Middle School keeps a Lost and Found box in the principal's office. If your child loses something at school, please have him/her check the Lost and Found. Items left in lost and found will be discarded at the end of each semester.

LUNCH ACCOUNTS: Prices of student breakfast and lunches will be announced prior to school starting in August. Students in grades 5 through 8 may put money on their account at the Cafeteria during their regularly scheduled lunch period or with teacher permission. All checks for the lunch program should be made payable to the Woodward Middle School for the amount of lunch purchases only. No change will be given and checks or cash will be fully applied to the lunch account. Students may bring a sack lunch to the cafeteria. All students will be encouraged to have lunch every day. All food and drinks must be consumed in the cafeteria.

LUNCH CHARGES: A courtesy meal will be provided from the main serving line to a student as needed. Parents will be contacted when three (3) courtesy meals are provided on consecutive days.

MAKE-UP WORK: Students are required to make up all work missed due to absence. Students have one school day to make up work for each day they are absent. (A student who was absent 3 days would have 3 school days including his/her first day back at school to complete all missed assignments.) It is the student's responsibility to contact the teacher(s) to obtain make-up work. Any parents wishing to pick up work on the second day a student is absent may call the school offices. Parents wishing to pick up work should call before 9:00 a.m.

MEDICAL CONDITION/ILLNESS AT SCHOOL: If a student becomes ill while at school, he/she should report to the campus office. The student will be aided in contacting a parent, and the school nurse may be called if needed. If a student needs special care at school or is required to carry medications or self-administer medications while at school, due to some conditions such as diabetes, epilepsy, asthma, rheumatic fever, or a heart condition, the parent/guardian should notify the assistant principal's office of the need. Information should be on file with the school nurse and the principal's office, along with all necessary instructions and appropriate documentation. All other medications must be left in the principal's office. The parent and attending physician will need to sign a consent form with instructions for the medicine to be dispensed to the student.

MENTORING PROGRAM: A mentoring program is available for middle school students. Students may be mentored by a high school student or an adult from the community, depending on need and availability. For more information about the mentoring program, please contact a school counselor or principal.

MIDDLE SCHOOL MEDIA CENTER/LIBRARY: The WMS Media Center/Library is open on school days. The library is organized and maintained to provide WMS 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 library is accessible during the day with permission from the teacher to which the student is assigned. Books may be borrowed for a two-week period. Payment for lost materials will be made to the librarian, and a receipt issued. If the item is found during the current school year, a refund will be issued. If an item is damaged beyond repair, replacement cost will be paid. If an item is slightly damaged, repair costs will be paid. If a student is unable to pay the cost, payment arrangements may be made. Students who habitually lose or damage school property could have their borrowing privileges revoked.

MISINFORMATION: Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent) is unacceptable. Students are expected to be honest and helpful to their teachers, peers and entire school community.

MORNING ARRIVALS: Students should not arrive at school before 7:20 a.m. when the cafeteria and North Gym open. Fifth and sixth grade students should report immediately to the North Gym when arriving at school to be seated in the bleacher area. Seventh and eighth grade students should report to the cafeteria when arriving on campus. 5th and 6th grade students who eat breakfast will pick up breakfast in the cafeteria before reporting to the North Gym. Students are not allowed to go to their lockers or other parts of the main buildings until dismissal from the cafeteria or the North Gym at 7:40 a.m.

NON-TOBACCO USE POLICY: Possession of tobacco or tobacco related products (including nicotine, vapes, and other smokeless tobacco products) by students are prohibited at school or school sponsored activities. Possession of tobacco products by a minor is a misdemeanor and will be reported to law enforcement. (21 O.S. § 21-1241; 1242; Section 131.17 City Ordinance.) This rule applies on the way to and from school, during lunch, at school activities, and during the school day.

- **First Offense:** In-school detention (ISD) for 3 school days plus possible completion of an SEL lesson on vaping and tobacco use.
- **Second Offense:** In-school detention (ISD) for 5 school days.
- **Third Offense:** Out of School Suspension (OSS) for 3 school days.
- **Subsequent Offenses:** Out of School Suspension (OSS) for 5 school days.

PERSONAL ELECTRONIC DEVICES: WPS is making a focused effort to provide students with technology resources that will help them develop skills and habits that will enable them to be successful beyond school. We recognize that personal electronic devices (cell phones, tablets, laptops, smartwatches, and other wearable technology, etc.) are a common, everyday part of our students' lives outside of school, and many will have those devices in their possession at school. Personal phones and other devices are expected to be turned off **and put away upon arrival on campus and should remain in lockers during the school day. Personal devices are not allowed in the cafeteria, gym, or other locations before or after school and should never be accessed in a locker room or restroom. We strongly encourage students to leave personal electronic devices at home.** Woodward Public Schools is not responsible for lost, stolen, damaged, or misplaced personal electronic devices. Students bringing personal devices to school are solely responsible for their devices. Cellular devices must be left in the locker during the regular school day. Any unauthorized use of these devices that in any way interferes with academic work in class or is disruptive generally on school grounds is not acceptable. During the regular school day,

cellular devices are prohibited. Cellular devices brought to school should be kept in the locker. Medical documentation for medical conditions requiring access to cellular technology must be documented with the school nurse. Headphones and/or earbuds with the use of your chromebook for academic activities are permitted, but are not to be worn in the hallways. Failure to surrender a cell phone/electronic device to the classroom teacher or administrator will result in disciplinary consequences. Repeated violations of this policy will result in increased discipline. Disciplinary measures for students who violate the Code of Conduct for use of a device inappropriately or not in accordance with classroom guidelines will be subject to the following disciplinary actions as deemed necessary by the principal:

First Offense: Disciplinary action will include at least one day of Supervised Study, Saturday School, and/or possibly ISD, students will be allowed to pick up the device after school.

Second Offense: The device will be confiscated and a parent/guardian will be required to pick up the device at the end of the school day. Disciplinary action can include Supervised Study, Saturday School, ISD/and or OSS dependent on the infraction.

Third/Future Offense: The device will be confiscated and a parent/guardian will be required to pick the device up at the end of the school day. Disciplinary action can include ISD and/or OSS.

Restrictions will occur when students continue to violate the appropriate use of electronic devices. Students are not allowed to capture, share, record, or post images of other students or school employees without the explicit permission of those individuals.

Sexting or using a cell phone or any other electronic device to send, email, or possession of a text or images that can be interpreted as indecent or sexually suggestive is prohibited at Woodward Middle School. Students in violation of this policy face disciplinary consequences, could have their device confiscated and any images suspected to violate criminal laws will be referred to law-enforcement authorities.

OFFICE AIDES: Students may be assigned an hour as an office aide. In order to be considered for an office aide position, students must maintain a 3.50 GPA or higher, have greater than 90% attendance, and no disciplinary issues. Students will also need to be recommended by a teacher or other staff member.

OFFICE PHONE USE: Students will be allowed to use the phone in the office only to contact their parent/guardian or in case of emergency. Students who use the office phone must have permission from their teacher, the secretary, or the principal. Students will be given a phone pass from a teacher when they leave class to make a phone call. Parents that call WMS to leave a message for their student should do so by 1:00PM allowing adequate time for the office to notify the student of the message. Every effort will be made to notify the student of the message.

PRESCRIBED MEDICATION AT SCHOOL: Students may not bring medication to school unless they have a "Request for Medications to be Taken at School" form signed by the parent and physician on file in the front office. These forms will be supplied during enrollment and will be available from the school nurse throughout the year. Medical marijuana administration needs will be handled according to district policy.

PROJECT AWARE: Woodward Public Schools was the recipient of a federally funded grant that provides counseling and other support services to students and staff for a variety of social-emotional needs. Students who make threats of suicide, indicate or threaten self harm, or threats to harm others will be referred out to an outside mental health provider and require documentation of an evaluation and a safety plan, by a mental health agency or licensed provider before a student can return to school.

PRINTED MATERIAL: All printed material, signs, and posters must have clearance through the principal's office. This includes items to be sent home with students as well. Non school related flyers, posters, announcements, etc. must have clearance from the superintendent prior to distribution.

PROFANITY/OBSCENITY/PORNOGRAPHY: The use of obscene language constitutes a serious offense and is in direct violation of school policy. A student who engages in such acts will receive severe discipline that could result in ISD, suspension, or expulsion from school. Pornography in any form is unacceptable. Students found to be in possession of pornography or pornographic materials may be subjected to ISD or suspension from school. Any student found to be creating, disseminating, or in possession of AI-generated materials or images of this nature will face disciplinary action up to and including out of school suspension. Creation, dissemination, or possession of AI-generated pornography is now a crime and a police report will be filed.

PUBLIC DISPLAY OF AFFECTION (PDA): Inappropriate physical contact including, but not limited to, intimate touching, hugging, kissing, etc., at school or a school-sponsored activity is prohibited. Disciplinary consequences for PDA can include Supervised Study or Saturday School.

RETURN OF SCHOOL PROPERTY AND FUND-RAISER ACTIVITIES: Students who fail to return school property (e.g. books, fundraiser products, uniforms, iPads, etc.) will not be allowed to participate in fundraisers, activities relating to fundraisers or other extra-curricular activities until the property or fund is paid to the school.

SATURDAY SCHOOL: Saturday School is held from 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 due to absences or suspension. Teachers may also require students to attend Saturday school as a way to make-up missed or incomplete work. To receive credit for work completed in Saturday School, students must remain for THE ENTIRE TIME before credit will be granted for work accomplished. Students (mandatory or optional) should request a Saturday school paper at the principal's office. Students should take the Saturday school paper to each of their teachers to complete. Saturday school papers also require the signature of the parent. Completed papers are due in the office by Friday at 3:00. A student will not be admitted to Saturday School unless they have a completed assignment sheet (GREEN) turned in to the principal's office. Failure to attend Saturday School can result in additional days of Saturday School or ISD as well as a truancy report.

Rules for Saturday School:

1. Students gather at the south campus doors prior to 8:00 a.m. Doors lock at 8:00. Students arriving after 8:00 am will not be admitted.
2. Students must bring books and materials. Students will not be allowed to go to lockers.
3. Bathroom and drinks will be limited to one break of 10 minutes only.
4. No talking or sleeping.
5. Do not move from your seat without permission.

6. Raise your hand if you need assistance.
7. All school policies and dress codes apply to Saturday school.
8. 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 additional disciplinary actions.

SCHEDULE CHANGES: In order for a student to change his/her schedule, a schedule change request form must be completed and signed by both the student and parent. Changes to schedules in order to obtain a specific teacher will be denied. Schedule changes will only be made with administrative approval.

SCHOOL COUNSELING: Social, emotional and academic guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of scores, occupation information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Students wishing to visit a counselor should contact the counselor or let a teacher know so arrangements can be made for an appointment. Several standardized tests are administered to students throughout their middle school years. These tests are one method of determining the academic level, interest, and abilities of students. This information enables the school to assist all students in achieving success in school. Testing information is available from the counselors. A cumulative record folder is kept for each student, and is a comprehensive record of the student throughout his/her school years. Parents are always welcome to call or make an appointment to visit with the school counselor. Students who make threats of suicide, indicate or threaten self harm, or threats to harm others will be referred out to an outside mental health provider and require documentation of an evaluation and a safety plan, by a mental health agency or licensed provider before a student can return to school.

SCHOOL RESOURCE OFFICER (SRO): The school resource officer is a visible, active law enforcement figure on all campuses. The SRO is available to students and parents when on duty. For matters outside of the school, please contact the local police department or sheriff's office.

SEARCHES: To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student's locker and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. A student's failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action up to and including suspension. The superintendent, principal, teacher, or security personnel may search a student if reasonable suspicion exists that the student is in possession of unauthorized or illegal materials. The person conducting the search must be of the same gender as the student and the witness should be of the same gender if possible. Under no circumstances will the child be required to remove any clothing other than cold weather outerwear. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The following rules shall apply to the search of school property assigned to specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. There should be reasonable suspicion for school authorities to believe that the possession constitutes a crime or rule violations.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (firearms, knives, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
5. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession. Any student who leaves school property without permission but then attempts to return, may be subject to search upon return to campus. Any student identified as placing a contraband item into a locker or other common areas of the school may be subject to disciplinary action in accordance with school discipline policies.

SEXUAL HARASSMENT: Sexual harassment of students, employees, or volunteers is unlawful under both Oklahoma and federal law and is contrary to the commitment of this school district to provide an effective learning environment. The school district will not tolerate sexually harassing behavior as defined by law and/or by district policy, false reports of sexual harassment or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints. A student who believes that he/she has been subjected to sexual harassment should promptly notify the building principal, school resource officer or guidance counselor. Complainants are encouraged to report any conduct, statements, or physical contact, which makes them feel uncomfortable. **Sexual Harassment is prohibited and is defined as:** (1) Unwelcome sexual advances; (2) Requests for sexual favors; or (3) making unwelcome sexual comments about another student or adult; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of rumors about the student's sexual life, written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, or participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment - also prohibited by this school district.

SKATEBOARD/SKATE SHOES: Skateboards and/or skate shoes will not be permitted on school grounds during school hours. Skateboards and/or skate shoes will not be stored in any school office or classroom.

STUDENT'S CHILDREN/SIBLING SAFETY: For the health and safety of babies and younger children, they need to remain in the care of the adult bringing them. This includes pep assemblies, conferences, awards assemblies, etc. Visitors will sit in a designated area for activities occurring during the school day. .

STUDENT CODE OF CONDUCT: All students are expected to behave in a manner, which is acceptable to everyone, concerned—other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, bus drivers, and school personnel. At the middle school level, parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is of the utmost importance for teachers and parents to communicate in order to work together for the best interest of the students. Many problems in the classroom center on people disrupting others. The entire Woodward Middle School staff will protect each student's right to an education without interference. It is also important that students do not attempt to deny the teacher the right to teach nor their fellow students the right to learn. Participation in school-related activities (such as dances and attendance/participation at athletic events) is a privilege open to students who show the positive behaviors that our school encourages. Students who have had administrative disciplinary action, including in-and-out of school suspension, may be restricted from participating in school or district sponsored outside activities.

STUDENT COUNCIL: The Woodward Middle School Student Council is a student organization with representatives from each grade level. Officer elections may be held. Representatives and officers both go through a vetting process that requires application approval, as well as teacher, sponsor, and administrative input. To be eligible to participate, a student must be in good standing in the following areas: Discipline, Attendance, and must carry at least a 2.0 grade point average (GPA) from the previous school year. The primary objective of the council will be to represent the student body in organizing service learning projects. The student council will sponsor positive activities throughout the year for the students. The funds raised will be used to benefit the students, teachers, school and community. An instructor is appointed to be the student council sponsor. Each campus will have a separate student council. The student councils can choose to sponsor events separately and/or concurrently. South Campus StuCo may sponsor up to two (2) dances each school year, one typically held in the fall semester and one during the spring semester.

STUDENT ID BADGE INFORMATION

1. THE STUDENT ID BADGE IS SCHOOL PROPERTY. The student will be required to replace his/her ID if the ID has been defaced or lost. Replacement costs are \$5.00 for each badge.
2. Student ID badges are used for purchasing lunches and checking out library books.
3. Student ID badges may be required for admittance to school functions.
4. Student ID badges are required to be turned in at the completion of each school year.

STUDENT RECOGNITION:

Superintendent's Honor Roll: For 5th/6th grade students who have a 4.0 GPA for the first, second, and third quarters of the school year. For 7th/8th grade students, the Superintendent's Honor Roll will be awarded to students who have a 4.0 GPA for the first semester. Students will be recognized at the end of the year Award's Assembly.

Principal's Honor Roll: For 5th/6th grade students who have a 3.5 or higher for the first, second, and third quarters of the school year. For 7th/8th grade students, the Principal's Honor Roll will be awarded to students who have a 3.5 GPA for the first semester. Students will be recognized at the end of the year Award's Assembly.

Perfect Attendance: Students can be neither absent nor tardy to receive this award. Early check out will count as an absence for perfect attendance. Students will be recognized at the end of the year Award's Assembly.

SURVEILLANCE CAMERAS: Woodward Middle School will have security cameras in use.

THREATS: No verbal or written threats will be tolerated. Verbal or written threats towards teachers, students, school personnel, or school property will result in ISD or suspension, depending on the circumstance. As per state law, threats will be reported to local law enforcement.

TRANSPORTATION-ACTIVITY BUS: Any student who rides to an event on a school bus will also return home on the bus unless the sponsor has written permission from the parents for the student to return home some other way. Special permission forms may be obtained in the office. Students will only be allowed to leave with their own parent/guardian. The student handbook and procedures outlined apply on all school sponsored activities.

TRANSPORTATION-BUS CONDUCT: Bus transportation to and from school is a privilege. In accordance with transportation policy, no food, candy, drinks, or gum is to be consumed on the school bus. It is the responsibility of each bus rider to behave in an orderly and courteous manner to ensure the safety and well being of all passengers. Students should obey the bus driver at all times and treat them with the same courtesy they show their classroom teacher. Bus rider rules are clearly posted in each bus. Students should review these rules regularly and ask the bus driver for clarification of the rules if needed. Parents will be notified if there is misconduct on the bus. Failure to follow the bus rules will be dealt with following the WPS Bus Riders Handbook that must be signed prior to a student receiving a bus pass.

VANDALISM AND PROPERTY DAMAGE: Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property suspension and subsequent expulsion may be necessary. If you happen to damage something by accident you should report it to a teacher or the office immediately. Vandalism is a punishable crime and will be reported to law enforcement.

VIRTUAL DAYS: In lieu of snow days or other days as designated by the administration, Woodward Middle School may hold school for one or more days virtually. Students are considered "present" for the day by completing assignments online and/or checking in with each teacher as required.

VIRTUAL SCHOOL: Woodward Public Schools offers a virtual school program for grades 5-8. Students who elect to participate in virtual school are still expected to meet attendance and eligibility requirements for school activities should they choose to participate. Virtual school is by application or administrative assignment only. For more information, please contact a middle school administrator.

VISITORS: Parents are invited to visit the school as frequently as they wish. All visitors are required to report to the office upon arrival at school

where a nametag or other identification will be issued. Student visitors or younger relatives will not be permitted at any time. If, in the judgment of the school principal, the visitation is inappropriate, the visitor(s) will be asked to leave.

WITHDRAWAL FROM SCHOOL: If you plan to withdraw from school, your parents should advise the principal's office of your intention and the reason. On the morning of your last day of attendance, your parents must report to the principal's office to sign a withdrawal form. All textbooks and school property (including athletic equipment and school-owned technology devices must be returned to the school in good condition). Students transferring to another school or school district must have the new school district request educational records. Parents may also request student educational records.

WORK PERMITS: In accordance with state law, work permits are obtained from the South Campus assistant principal's office. Students will be issued a work permit if they are 14 or 15 years old, are passing all classes, and are meeting minimum attendance requirements. Work permits may be revoked if students fail to meet academic and attendance requirements.

WEAPONS AND DANGEROUS INSTRUMENTS: It is the policy of this school to comply with the Weapon's Free School Act. A student shall not possess, handle or transmit any object that may be considered a weapon. For the purposes of this act, the term "dangerous weapon" shall mean pistol, revolver, any instrument or knife, sharpened metal file, comb of any length with a handle pointed and sharpened, Billy club, loaded cane or club, metal knuckles, razor, hand chain, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or other offensive weapon. Each incident involving a weapon or facsimile weapon (including, but not limited to BB guns, airsoft rifles and/or pistols or other objects that may be perceived as or used as a weapon) will be subject to the appropriate Oklahoma Statutes and mandatory state reporting guidelines.

- A. Students who possess or use any firearms or dangerous weapons during school time, on school premises, on school buses, or during school-sponsored activities will be subject to suspension. Possession of a firearm will result in a one year suspension. The length of the suspension may be modified by the administration on a case by case basis. Possession of any other weapon may result in a suspension of the remainder of the current semester and the next semester. Students who are suspended for a weapons violation, may be placed in an off site Learning Academy at the discretion of the middle school administration. Students placed into the offsite Learning Academy are not permitted to participate in school activities or allowed on school property during the length of their offsite placement.**
- B. Students who possess or use any dangerous or annoying device or item that could be used as a weapon or other weapons used for assault during school time, on school premises, on school buses, or during school-sponsored activities may be suspended for the remainder of the current semester and the next semester. Students who are suspended for a weapons violation, may be placed in an off site Learning Academy at the discretion of the middle school administration. Students placed into the offsite Learning Academy are not permitted to participate in school activities or allowed on school property during the length of their offsite placement.**
- C. Any reported case of possession of a dangerous weapon will be turned over to the appropriate law enforcement agency for investigation.**

WEATHER: Should school be canceled or delayed due to inclement weather, announcements will be made on local radio stations or watch television channels 4, 5, or 9 in the morning. You can also check for school closing on our WMS Facebook page.. An automatic call will be sent out to the home phone number on file for each student. Please ensure this number is correct and updated as needed.

YEARBOOK: Yearbooks can be used as secondary identification documents for establishment of identity. As a result, all students will be identified in the school yearbook using their legal name.

Woodward Middle School

Parent Involvement Plan

At Woodward Middle School, we want each child's learning experience to be positive and successful. The Title I plan developed reflects an environment where you will see students, families, and staff working together to achieve this goal.

In order to strengthen and build an effective, strong partnership between home and school, the following events/opportunities will occur:

- We will conduct an annual "Meet Your Teacher" night at the beginning of each school year where parents and students will meet teachers and be given pertinent information to begin a successful school year.
- Monthly PTO meetings will be scheduled during the school year that will encourage family involvement in the educational process and strengthen relationships with the school.
- During scheduled conferences, information will be shared with parents regarding literacy and/or math strategies that can be supported and/or implemented at home.
- Woodward Middle School will communicate an understanding and knowledge of the curriculum to parents, as well as other necessary information, through conferences, newsletters, phone calls, our school website, or our digital platform that allows communication to be translated easily if needed.
- Parent/Teacher conferences are held twice during the school year with any parents that request them or struggling students. Most conferences are held at school however, we also offer virtual conferences if needed.
- When scheduling conferences, events/activities, we will try to address a variety of times so that all parents may have the opportunity to attend and be involved during the school year.
- We will provide opportunities for additional services or programs with students to help insure academic success.
- We will provide opportunities for specific information to be shared with parents that may extend beyond the normal parameters of the school. (i.e. GED classes, learning English)
- We will encourage parents to volunteer and become active participants at the school through various activities and events.
- Parents, students, and teachers are involved in planning, reviewing, and improving the programs and services offered under Title I during our fall and spring Title I meetings.
- A survey for all parents will be conducted to allow input/opinions about the current Title I program as well as to list ideas and suggestions for improvement and topics for meetings to meet the needs of the parents. Information received from these surveys will guide us in revising our yearly plans.

Parents and community leaders are always welcome at Woodward Middle School. Every effort will be made to communicate with parents in an understandable format and language. By working together, we can make a positive difference in all of our student's education.

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

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. As the parent/legal guardian, I 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 2715) 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.

INSURANCE WAIVER

The school does not carry insurance for students. Parents/Guardians are responsible for their student's insurance or the cost of treatment for injuries. THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ANY INJURY OR COST ASSOCIATED WITH THE INJURY (associated with any student at any school activity, trip, event, etc).

If you would like information on student insurance, ask a school employee for more information. If you choose to take that insurance, it is a contract between you and the insurance company. The school has no part in the insurance.

WAIVER: We have adequate insurance coverage for our daughter/son. We understand that the school is not responsible for any injury that might occur while participating. If we choose to take the additional insurance, we understand that the school has no part in the insurance.

OKLAHOMA SECONDARY SCHOOLS ACTIVITIES ASSOCIATION RULE 9 (RECRUITING)

It is against OSSAA rules to engage and influence any non Woodward student for the purpose of enrolling at Woodward for athletics/activities. Do not use social media for this purpose as well. Refer anyone asking about our athletic teams, etc to the Principal or Athletic Director.

We have read and understand the information given to us by WPS regarding the 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

Guardian Print Parent / Guardian's Name Date

Signature of Parent /

DISTRICT POLICIES AND PROCEDURES

DISTRICT STATEMENT: Woodward Public Schools does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services or activities, in access to them in treatment of individuals, or in any aspect of their operations. The Woodward Public School system also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990. Questions, complaints, or requests for more information regarding these laws may be forwarded to the designated compliance coordinators.

AMERICANS WITH DISABILITIES ACT PROCEDURES: The Americans with Disabilities Act of 2008 secures that 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 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, witnesses or other proof or support for the claim.

Additionally, each person filing a grievance shall state the relief requested and any recommendation 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 actions 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.

DUE PROCESS

An evidentiary hearing will be held by an administrator for any student who might face suspension. No evidentiary will be needed if the student admits to the charges; only alternative punishments need to be considered, and, if suspension is determined to be appropriate, the length of suspension need be determined. For a suspension of ten (10) days or less, the student or parent may make an appeal to a committee. Any request for such an appeal must be received within three (3) days of the initial suspension decision by the administration. Unless the appeal committee can meet quickly to determine whether the suspension will be upheld, modified or overturned, the committee will meet to determine the appropriate placement of the student prior to the hearing, keeping in consideration the best interest of the student body and other appropriate alternative placements. If the student is allowed to remain in school, pending the appeal and the initial suspension is upheld, the number of days the student remained in school shall be added at the conclusion of the suspension. The appeal committee shall determine the guilt or innocence of the student and reasonableness of the term of the Out-of-school suspension (O.S.S.). The decision of the committee shall be final. The student may present any written arguments or documentation to the appeals committee

for its consideration. No witnesses will be heard unless desired by the committee. For suspensions of more than ten (10) days, any requested review of the initial decision to the administrator must be submitted to the principal in writing within three (3) days. An assigned administrator will conduct the review. 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 of Education for its consideration. The appeal to the Board is an appeal, not a new hearing and thus there will be no hearing of witnesses upon the appeal unless requested by the Board of Education.

Students who are suspended for more than five days shall be provided an education plan in accordance with state law. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. For the purposes of this section, the core units shall consist of the minimum English, mathematics, science, social studies and art units required by the State Board of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

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 parent or the eligible student; (b) as directory information; and (c) under certain limited circumstances, as permitted by the FERPA.
3. 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.
4. The right of any person to file a complaint with the Department of Education if Woodward Public Schools violates the FERPA. 5. 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.

Directory information includes information in the educational record which would not normally be disclosed including 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.

Parents must contact the student's site administrator, c/o Woodward Public Schools, P.O. Box 668, Woodward, OK 73802-0668, no later than the last school day of August if they do not wish to have directory information disclosed.

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.

GRIEVANCE PROCEDURE:

The Woodward School District recognizes that parents and other school patrons have a fundamental right to discuss grievances 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 the 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 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 the teacher, the parent should schedule 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.

POLICY STATEMENT: The school district of Woodward does not discriminate against pupils on the basis of sex, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

POLICY ON DISCIPLINE AND CONTROL: IMPLIED AUTHORITY – A school district may exercise those powers necessarily implied, or delegated by law to any other agency or official. (70 O.S. § 5-117; S.L.O. § 68) *The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district.* All students enrolled in Woodward Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and the board of education while in attendance at school-sponsored activities, or while being transported to or from school or school-sponsored activities in district-owned transportation equipment. 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 taken will depend on the severity of the violation and the number of times the student has broken regulations.

