

Woodward Middle School
GRADES 5, 6, 7 & 8

STUDENT-PARENT HANDBOOK
2017 – 2018

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: We will maximize learning for every student.

COMMITMENT STATEMENT

*I pledge to respect myself by doing what is right
and by treating others the way that I would like to be treated.*



SCHOOL OFFICES

CENTRAL ADMINISTRATION

Superintendent	256-6063
Administrator for Student Instruction	256-3284
Administrator for Support Services	256-6063
Central Kitchen	256-2512
Transportation	256-3245

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

MIDDLE SCHOOL-South

Principal	256-7901 ext 1920
Attendance Office	256-7901 ext 3508
Counselor	256-7901 ext 3547
Registrar	256-7901 ext 3603
Nurse	256-2323

MIDDLE SCHOOL-North

Principal	256-5357
Counselor	256-2013

ELEMENTARY SCHOOLS

Cedar Heights	256-6521	Horace Mann	256-2660
Highland Park	256-2500	WW ECC	256-2561

WOODWARD MIDDLE SCHOOL ADMINISTRATION

Ms. Sarah Hall	Principal
Ms. Diana Ball	Principal

ADMINISTRATIVE ASSISTANTS

Barbara Roberts
Jeannine Moore

COUNSELORS

Ms. Amy Whitewater

NURSE

Ms. Shay Stewart
Ms. Kelli Burton

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
 Parent Involvement
 Exploratory Experiences
 Recognition of Social Needs

Enrichment and Intervention
 Interdisciplinary Learning Experiences
 Digital Citizenship
 Project Based Learning

The policies and information contained in this student handbook are an effort on the 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. 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 and find those things 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 efforts.

Dates to Note

August 17	First Day of School	January 4	Classes Resume
September 4	Labor Day	January 15	Professional Day
September 18	Professional Day	February 19	Professional Day
September 25	Professional Day	March 12-16	Spring Break
October 20-23	Fall Break	March 23	P/T Conferences
October 27	P/T Conferences	March 30	Good Friday
November 22-24	Thanksgiving Break	May 4 and 11	Free Friday/Snow Day
December 21-29	Christmas Break	May 17	Last day of Classes

From now until the time a child leaves Woodward Middle School, we will have student progress reports, parent-teacher conferences, various parent/student events, Power School, social media, email, Remind Now – whatever is necessary to keep parents informed about how your student is doing in school. Parents are encouraged to call the school offices 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, a forum to preview the curriculum materials will be held for the parents or guardians of 7th grade students. No student shall be required to participate in A.I.D.S. Prevention Education if a parent or guardian objects. A student permission letter will be sent home to notify parents/guardians of time and date of forum and permission for their child to attend the A.I.D.S. Prevention program.

ASSAULT/BATTERY: Assault and battery is the physical attacking 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.

ATTENDANCE (GENERAL): State laws of Oklahoma require compulsory school attendance for anyone who has not reached the age of eighteen (18), graduated from high school, or furnish 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. 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.
3. Parent notes or telephone calls will not excuse students from school absences or tardies. Only notes from a physician or court representative will excuse the absence or tardy. Students will have five (5) days after each semester to obtain a doctor's note or court representative's note to file in the attendance office.
4. Parents must contact the school by 9:00 a.m. each day that the child is not in school.

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 prearrange the absence under the following conditions.

1. A notice of three to five (3-5) days should be provided in writing from the parent of guardian. Notice of less than three (3) days will be considered on an individual basis.
2. A prearranged absence form is obtained from the Principal's office.
3. The student must return the completed prearranged form, including parent or guardian signature, to the Principal's office prior to the day of the absence.
4. The student needs to make arrangements for homework with the individual teachers.
- 5.

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

ATTENDANCE-STUDENT TARDIES: Administrators' notes, physicians' 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 result in supervised study.

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. Cutting class will result in one day of I.S.D. (In-School Detention) for every day truant. A police report will be filed. Severity of discipline will depend on the record of the student and the frequency of the offense.

BULLYING: Bullying will not be tolerated at Woodward Middle School. Bullying occurs whenever someone uses his or her power unfairly and repeatedly to hurt someone. Bullying can be done physically or verbally. Punishment will be determined by the severity of the incident(s) and a police report will be filed with the school resource officer.

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: Grade of zero (0) for all work resulting from the cheating/plagiarism for the student and any student who assisted the student to cheat. 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.

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. **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.

CONFERENCES AND REPORT CARDS: Parent-Teacher conferences will be held during the first and third 9-week periods. Grade reports are given to students following the close of each quarter. 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. Mid-term progress reports will be sent home the 5th week of every 9-week period.

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.

DISCIPLINE - VIOLATION LEVELS

Level I (Minor Violations)

- | | | |
|---------------------------------|----------------------|---|
| 1. Dress Code | 2. Tardies | 3. Hall/Corridor/Locker Abuse |
| 4. Public Displays of Affection | 5. Lunch Infractions | 6. Possession of Non-Educational Material |

Level I violations – Students are subject to but not limited to: Verbal Warning, Detention (before, after, lunch) and Supervised Study. Students who abuse these violations will be moved to Level II.

Level II (Major Violations)

- | | | |
|--------------------------------|--|------------------------------|
| 1. Truancy | 2. Disorderly Conduct | 3. Excessive Tardiness |
| 4. Throwing Objects | 5. Cheating | 6. Foul Language or Gestures |
| 7. Internet/Computer Violation | 8. Writing, passing, reading, or being in possession of notes. | |
| 9. Bullying | | |

Level II violations – Students are subject to but not limited to: Detention (before, after, lunch), Supervised Study, In-School Detention, and/or Out of School Suspension. Students who abuse these violations will be moved to level III. THESE INFRACTIONS ARE SUBJECT TO HAVING POLICE REPORTS FILED.

Level III (Serious Violations)

- | | | |
|-------------------------------|--|---|
| 1. Sexual Misconduct | 2. Disrespect/Disobedience/Insubordination | 3. Fighting/Assault/Battery/Threatening |
| 4. Possession of Pyrotechnics | 5. Possession of Weapons/Explosives | 6. Drugs/Alcohol/Tobacco |
| 7. Vandalism/Theft | 8. Notes of Threatening Nature/Profanity | 9. Internet/Computer Violation |
| 10. Bullying | | |

Level III violations – Students are subject to but not limited to: Supervised Study, In-School Detention, Out of School Suspension, Short Term Suspension, Long Term Suspension. or Permanent Expulsion. 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 out of school suspension (OSS).

DISCIPLINE-DESCRIPTION OF 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 from 2:45-3:15. Detention is assigned by teachers for minor classroom infractions.

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.

In-School Detention (I.S.D.): A detention in which students are removed from the regular school program for a designated period of time. The I.S.D. program will be a highly structured class situation with the emphasis being placed on intensive student work. Students who refuse I.S.D. or fail to adhere to the policies set forth in the student handbook will be suspended from school for as many days as the I.S.D. assignment. The student is not permitted to attend or participate in any school activities while he/she has been assigned I.S.D.

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 no public 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.

Expulsion: An expulsion is whereby a student is excluded from attending school for a designated period of time. After investigation, if deemed necessary, and after a hearing, an administrator may order a student to be suspended from school for not more than the balance of the current semester and the succeeding semester (unless state law permits a suspension of a longer length of time) one year from the date of the decision and in accordance with the laws of the Oklahoma and policies set forth by the school board. The hearing may be made immediately after the infraction occurs. The administrator will consider in-school punishments as possibilities for correction prior to making a determination for correcting behavior. If the appropriate out-of-school punishment has been

determined to be the appropriate punishment prescribed by policy, law, or practice, the administrator will adhere to those selected punishment limits unless extreme circumstances are prevalent and warrant additional consideration.

DISRUPTION OF SCHOOL: A student shall not by 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 are permissible if they are of appropriate length. Shorts are to be no shorter than 4 inches above the knee. No cutoff shorts, boxer shorts, or tight shorts (bike shorts) are allowed. ***Skirts have to be of appropriate length also. Shorts or skirt have to be of appropriate length even if tights are worn under them. Tights must have shirt over them that is at least fingertip length.
2. 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.
3. 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 (Ex: Hooters, Big Johnson, Playboy, or any other sly implications.)
4. Pajamas, pajama pants, or house shoes (slippers) will not be permitted.
5. Any headgear (hats, hoodies, etc) will not be permitted to be worn in any school building. Students may not carry hats or caps between classes during school hours. Hats, caps, or other headgear must be placed in lockers before school and left between class periods and may not be removed from students' lockers until the end of the school day. Hats, caps, etc. will not be stored in any school office or classroom.
6. Bandanas and/or "do" rags will not be permitted in any school building.
7. Excessive oversized or tight clothing will not be permitted. Pants must be worn at the waist. A belt may be required to meet this policy. Jeans with rips, and/or holes above the knee will not be permitted.
8. Long coats/trench coats are not allowed to be worn during school hours.
9. Jewelry, chains, sunglasses or other item that disrupt the learning process may not be worn.
10. Students are not allowed to write on their own or each other's bodies or clothing at school.

DRESS CODE VIOLATION: A student found to be in violation of the dress code will be required to change the article of clothing or cover the article of clothing. The violation will be documented and the parent is to be notified. If the parent cannot be contacted for the purpose of enabling the student to conform to the dress code, the student will be placed in the I.S.D. program for the remainder of the day. Future dress code violations may result in In School Detention (ISD) or Out of School Suspension (OSS).

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.
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. The principal or his/her designee shall immediately notify the superintendent of schools or designee and a parent or legal guardian of the student of the matter.

First Offense: Student may be suspended from school ten (10) days or up to one (1) semester.

Second Offense: Student may be suspended for the remainder of the semester and possibly the succeeding semester.

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. All fighting offenses are subject to filing a police report.

- **First Offense:** In-school Detention (I.S.D.) for five (5) days.
- **Second Offense:** Subject to a combination of I.S.D for ten (10) days and Out of school suspension (O.S.S.) for ten (10) days.
- **Third and Subsequent Offenses:** Subject to O.S.S. for ten (10) days plus an evidentiary hearing, which could result in expulsion for the remainder of the semester or school year.

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, however each student is expected to stand and be respectful during this time.

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 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

GUIDANCE: 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.

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.

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 where school lockers, desks, or other school property are concerned. 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.

LOST AND FOUND: Woodward Middle School keeps a Lost and Found box in the principals’ 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 amount of lunch purchases only. No change will

be given and checks will be fully applied to the lunch account. Students may bring a sack lunch to the cafeteria. All students will be encouraged to have a lunch every day. All food and drinks must be consumed in the cafeteria.

LUNCH CHARGES: No student will be allowed to charge meals. Students with no money on their meal accounts will be provided a peanut butter and jelly sandwich and milk.

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 parent 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.

MIDDLE SCHOOL MEDIA CENTER: The media center will be open from 7:35 a.m. until 3:00 p.m. everyday unless otherwise notified. Students will be allowed to come to the library any time either before school, after school, or during classes with teacher permission to work or for extra reading time. Students not using the library for those purposes will be sent back to their designated areas. Having unpaid fines for overdue or lost library books may cause the student to lose a class or team reward activity.

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 7:15 a.m. when the cafeteria opens. Students who eat breakfast or find it necessary to arrive prior to 7:35 a.m. are to enter the cafeteria through the south doors. Students are not allowed to go to their lockers until dismissal from the cafeteria at 7:35a.m.

NON TOBACCO USE POLICY:

Possession of tobacco or tobacco related products (including nicotine and vapes) 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; S.L.O. 827, 828; 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 for five (5) days.

Second Offense: Suspension out of school five (5) days plus five (5) days In-school Detention.

Third and Subsequent Offenses: Could result in expulsion for the remainder of the semester or school year.

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, 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 during the school day. Students may use these only at the discretion of the classroom teacher and the classroom policy. Students will be able to be on the personal devices while in the cafeteria but must follow acceptable use policy. We expect that students will use personal electronic devices in a responsible manner with a focus on digital citizenship and common courtesy. 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 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, 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 on school technology 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.

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 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.

POWER SCHOOL is a Web-based home-to-school collaboration solution allows you examine up-to-date information on your child's grades, attendance, homework assignments, and more—all through a secure, easy-to-use online link to school records. Power School also makes it easy for parents and teachers to communicate via e-mail messages. Students as well as parents will have individual logins to use.

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.

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 I.S.D., 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 I.S.D., suspension, or expulsion from school.

PROMOTION & RETENTION POLICY: Students must pass 5/7 of their classes to be promoted to the next grade. If a teacher team recommends that a student be retained in the same grade, the teachers, counselor, and principal will review the student's records and make written recommendations to the parents. Parents may appeal this recommendation to the Superintendent.

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.

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

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, 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 expulsion. A student's person and/or personal effect (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. 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 possession 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.

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) Other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature.

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 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.

STUDENT COUNCIL: The Woodward Middle School Student Council is a student organization with representatives from each grade level. Elections for officers and representatives are held in the early fall. 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, and school. An instructor is appointed to be the student council sponsor. Each campus will have a separate student council.

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 must be appropriately worn at all times while at school.
3. Student ID badges are used for purchasing lunches and checking out library books.
4. Student ID badges will be required for admittance to school functions.

STUDENT RECOGNITION

Superintendent's Honor Roll: Students who make all A's during a quarter will receive a Superintendent's Honor Roll certificate.

Principal's Honor Roll: Students who make "A's" and "B's" during a quarter will receive a Principal's Honor Roll certificate.

Perfect Attendance: Students can be neither absent nor tardy to receive this award. Early check out will count as an absence.

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.

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 a written or personal 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.

TRANSPORTATION-BUS CONDUCT: Bus transportation to and from school is a privilege. 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 should happen to damage something by accident you should report it to a teacher or the office immediately.

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 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.

WEAPONS AND DANGEROUS INSTRUMENTS: 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 or other offensive weapon. Each incident involving a weapon or facsimile weapon will be subject to the appropriate Oklahoma Statutes.

- 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 for one semester and may be suspended from school for two semesters.
- 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 will be expelled for one semester and may be expelled for two semesters.
- 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 closings on our WMS Facebook page or twitter. An automatic call will be sent out to home phone number on file for each student. Please ensure this number is correct and updated as needed.

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.

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.

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.

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 a teacher, the parent should make an appointment to visit with the teacher.

Level Two:

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

Level Three:

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

Level Four: After exhausting all of these available channels, the parents may appeal to the Board of Education following board policy.

The board's action shall be a final determination of the grievance.

GRIEVANCE PROCEDURE FOR FEDERAL FUNDED PROGRAMS:

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

Level One:

If the grievance is directed toward a teacher, the parent should 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.

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

