

# **WYNNEWOOD MIDDLE SCHOOL SAVAGES STUDENT HANDBOOK 2023 - 2024**

**#WMSBRIDGETOSUCCESS**



**WYNNEWOOD MIDDLE SCHOOL  
PARENT/ STUDENT HANDBOOK  
2023-2024**

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**WELCOME**

The policies and procedures in this handbook have been developed to ensure both the effectiveness of your school and your welfare as students.

Wynnewood Middle School welcomes you to its ranks and we hope that you will always be conscious of its traditions and expectations. We have an outstanding student body and I urge you to take full advantage of your opportunities in the classroom and in the many activities available to you.

**TO PARENTS**

The administration and faculty of Wynnewood Middle School take this opportunity to say hello and welcome you as a patron to our building. It is essential to the benefit of our student body that we as teachers and parents cooperate in every possible way. Recognizing that a child may not achieve to his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity he/she may enter. With your help, we can provide the best opportunity for your student to be successful.

Communication is the most important tool we have to work cooperatively in the best interest of your student. We encourage you to establish lines of communication with your student's classroom teachers. That can be accomplished through email, phone calls and personal conferences. As parents, you also have access to your student's grades through the online grade book program and current news and information through our school web site at [www.wynnewood.k12.ok.us](http://www.wynnewood.k12.ok.us). In addition, stay current with W.M.S. news and events by following us on twitter @wynnewoodmiddle and on Facebook at Wynnewood Middle School Main.

## MISSION STATEMENT

At Wynnewood Middle School, we value individuality, encourage personal growth, and embrace all types of learners, supporting each other with mutual respect, kindness, and shared accountability.

## BELL SCHEDULE

Schedule	7 <sup>th</sup> /8 <sup>th</sup> Grade	Schedule	5 <sup>th</sup> /6 <sup>th</sup> Grade
Breakfast	7:30-8:00	Breakfast	7:30-8:00
First Bell	8:00am	First Bell	8:00am
1st period	8:05-8:53	1st period	8:05-8:53
2nd period	8:58-9:46	2nd period	8:58-9:46
3rd period	9:51-10:39	3rd period	9:51-10:39
4th period	10:44-11:32	Advisory	10:44-11:00
Advisory	11:37-11:55	Lunch	11:00-11:32
Lunch	11:55 -12:25	4th period	11:37-12:25
5th period	12:30-1:19	5th period	12:30-1:19
6th period	1:24-2:12	6th period	1:24-2:12
7th period	2:17-3:05	7th period	2:17-3:05

## STUDENT RESIDENCY AND ENTRANCE REQUIREMENTS

For admission to Wynnewood Schools, a student must be a resident of this district or a legal transfer, must be living with parents or guardian, and must be willing to abide by the rules and guidelines established by the district and respective schools. A prospective student must also present upon enrollment immunization records, school records, and a social security number.

**Student Residency** - According to District Policy FD, the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. §1- 113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child.

Also according to District Policy FD, the superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113 (A) (1).)

## SCHOOL BUS PROGRAM (FFFF)

The Wynnewood Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from

school for those students identified below and on such auxiliary trips as the board shall approve.

The board may provide school bus transportation to students who live outside a one and one-half radius of school, at any designated pick-up points, and to each child who is participating in a Head Start Program. The provision of school bus transportation is not a right of students, but is a privilege extended by the board of education. Because the potential for property damage and personal injury is great, the superintendent is directed to establish rules and regulations governing the conduct of school bus passengers. Strict adherence to such rules and regulations shall be required.

REFERENCE: 70 O.S. §9-101, et seq

### **SCHOOL BUS PROGRAM (FFFF-RI)**

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
5. **Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are paid.**
6. For misconduct other-than vandalism, the student's parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action deemed necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be with-drawn for five days. For a third, and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.
7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats maybe assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
8. After the bus is in route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. Elementary school students waiting at the high school until school dismissal must remain in the bus.
10. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

### **TELEPHONE/ EMERGENCY CALLS**

The school phone is for business purposes only. A student will not be called out of class to answer telephone calls except in case of emergency. A student phone is located in the Middle School office and

available for students to use in emergency situations and to use between class periods. **Students are not allowed to use their cell phones for calls or texts unless it is approved by the principal, counselor or secretary and in their presence.**

### **WITHDRAWAL FROM SCHOOL (Reference: FEXX)**

In order to handle proper handling of school records and to facilitate entrance into another school, the process of student check out includes the following:

1. Parent or guardian communicates the reason for withdrawal.
2. Student obtains a notice from the building office.
3. The withdrawal notice should be properly endorsed by all teachers, the librarian, principal, coaches, etc.
  - a. Teacher records current percentage and letter grade, textbook check in, and any other student records or obligations of the student.
  - b. Librarian confirms the student has no books checked out.
  - c. Cafeteria manager or designee confirms that no lunch debt exists.
  - d. Coaches/PE instructor confirms that all equipment has been checked in.
  - e. Counselor or designee records student attendance.
4. Principal signature confirming the student has no obligations.
5. Parent signature acknowledging student check out.
6. Copy retained by Counselor for inactive file and copy given to parent.
7. The student should leave with:
  - a. Report card if withdrawal occurs at the end of the semester.
  - b. Completed Withdrawal signed by the principal (or designee) and parent.
  - c. Personal belongings.

### **RESPONSIBILITY FOR ATTENDANCE**

School attendance is the responsibility of the parents/guardians and the students. With your help, we will work together to ensure your student's success. Please contact the main office if you have any questions.

### **SCHOOL ATTENDANCE POLICY (FDC)**

The Wynnewood Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive a passing grade and/or credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

REFERENCE: 70 O.5. §10-105, §10-106

Department of Education, Administrator's Handbook

### **ATTENDANCE POLICY (FDC-RI)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents a loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

In accordance with the policy of the board of education, each student in High School and Junior High School ... is required to attend each class a minimum of 90% of the time in order to receive a passing grade and/or credit for that class.

## **ABSENCES**

Excused absence may be granted for the following reasons:

1. Medically undocumented personal or family illnesses
2. Undocumented medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury\*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation
6. With regard to period absences, a student must be in attendance 75% of the class period to be counted as present.

It is the responsibility of the parent to notify the school by 9:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

- **NOTE: EXCUSED ABSENCES DO NOT EXEMPT STUDENTS FROM 90% RULE.**

### **School Activity**

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

### **Absence by Arrangement**

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may make up all work missed without penalty. It is up to the student, on
2. the day of return, to make arrangements to see that the work is made up.
3. This type of absence does exclude a student from the 90% rule.
4. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
5. Absences by arrangement will count against a student's exemption from semester tests.

### **Medically Documented Absences**

1. **These are absences that are documented by a healthcare professional or provider.**
2. **The health care professional or provider's statement must be submitted to the school within five (5) days of the student's return and is subject to verification by a school official.**
3. **The healthcare professional or provider statement must include the date range of the absences.**

## **Unexcused Absence**

This is any absence that does not fall within one of the above categories.

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent.

### **Tardies**

1. A student is tardy who is not in his or her seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late is counted absent for the period.
3. Each three (3) tardies will constitute an unexcused absence from that class.

Any student who exceeds the 90% rule limit may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

**\*REFERENCE: 38 O.S. §37**

## **CLOSED CAMPUS (REFERENCE FDF)**

Wynnewood Middle School is a closed campus building. Students are not allowed to leave the campus without building office and parental permission and must sign out between the hours of 8:00 and 3:05. The parent or guardian must talk personally to the office staff in order for the student to be released. Closed campus includes the lunch period.

## **STUDENT CHECKOUT**

Students are required to be in attendance for the entire school day. No student should ever leave the school building without permission from the office. Only parents and legal guardians or person indicated on a student's enrollment may check out a student from school. These persons may do so by reporting to the office, and signing the student out through the checkout log. Students leaving campus without following this procedure will be considered truant.

## **HEALTH: STUDENTS (FFA)**

The Wynnewood Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

**Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or contagious disease or that the disease is no longer contagious.**

Wynnewood Public Schools has a "no nit" policy. Children with head lice will not be permitted to attend school until they are "nit free." Trained staff members will screen every child for head lice at least three times during the school year. If a child has lice or nits, a parent will be contacted at work or home and asked to pick up the child. The child is expected to return to school the following day with nit removal accomplished. Information on treating head lice will be available from the health department and from the school administrative offices.

REFERENCE: 700.8. §5-117, §10-105, §11-103, §1210.194 63 O.S. §1-50

### **IMMUNIZATIONS STUDENTS (FFAB)**

The Wynnewood Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunizations required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

- ,/ 5 OPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)
- ,/ 4 Polio (unless the third dose was received after the fourth birthday)
- ,/ 2 Measles (Rubella)
- ,/ 1 Rubella
- ,/ 1 Mumps

All students entering kindergarten and first grade must provide documentation of having received three doses of hepatitis B vaccine. All students entering the seventh and eighth grades must provide documentation of having received three doses of hepatitis B vaccine. Every subsequent year, the hepatitis B requirements will be extended by one additional grade level.

All students entering seventh grade must provide documentation of having received two doses of hepatitis A vaccine. All students entering kindergarten must provide documentation of having received two doses of hepatitis A vaccine and chickenpox (varicella) vaccine. Every subsequent year, these requirements will be extended by one additional grade level. All students entering kindergarten, first grade, seventh grade, and eighth grade in the fall 1999 semester are required to provide documentation of vaccinations for hepatitis A.

REFERENCE: 70 O.S. §1210.191, et seq.

Oklahoma State Department of Health Regulations

### **TDAP VACCINATION REQUIREMENT FOR ALL 7<sup>TH</sup> GRADERS- OKLAHOMA STATE DEPARTMENT OF HEALTH**

One dose of Tdap (tetanus, diphtheria and pertussis) vaccine will be required for all students entering the 7th grade beginning with the fall semester of the 2011-2012 school year. Proof of immunization must

be submitted before a student is allowed to enter the seventh grade; no grace period is allowed. Proof of immunization consists of:

- A record of Tdap vaccination which includes the name of the vaccine and the date of vaccine administration signed or stamped by a doctor, nurse, clinic or other health care provider, or a record from the Oklahoma State Immunization Information System (05115).

Or

- A record of DTaP (diphtheria, tetanus and pertussis) vaccination at 7 years of age or older. Both Tdap and DTaP provide protection against the same diseases. The major difference between the two vaccines is the age group for which they are licensed. DTaP is given to children younger than 7 years of age and Tdap is given to children, adolescents, and adults 7 years of age and older. Students who have already received a dose of Td (tetanus and diphtheria vaccine) at age 7 years or older must still receive a dose of Tdap. There is no minimum amount of time one needs to wait between receiving Td and Tdap. (OKLAHOMA STATE DEPARTMENT OF HEALTH)

### **ADMINISTRATION OF MEDICINE (FFACA)**

It is the policy of the Wynnewood Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. Student's name,
  - B. Name and strength of medication,
  - C. Dosage and directions for administration,
  - D. Name of physician or dentist,
  - E. Date and name of pharmacy, and
  - F. Whether the child has asthma or disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. Purpose of the medication,
  - B. Time to be administered,
  - C. Whether the medication must be retained by student for self-administration,
  - D. Termination date for administering the medication, and
  - E. Other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of self-administration of medication. Additionally:
    - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

3. Definitions:

- A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
- B. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
- C. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1  
50 o.s. §353.1 70 O.S. §1-116, et seq.

# **FERPA- COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (REGULATION) (FL-R)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

## **DEFINITIONS**

For the purpose of this regulation, the school district has used the following definitions of terms:

**Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

**Eligible Student**

A student or former student who has reached the age of 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

**Parent**

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

**Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

**ANNUAL NOTIFICATION**

Within the first three weeks of each school year, the school district will publish in the Wynnewood Gazette a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's

education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates FERPA.
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

## **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

## **ELIGIBILITY FOR STUDENT ACTIVITIES (REFERENCE FM-R)**

### **Semester Eligibility:**

To be eligible to participate in any contest involving other schools a student must be passing in a minimum of five classes at the end of each semester.

At the end of a semester a student must be passing a minimum of five classes. If not, a student is ineligible for six weeks at the beginning of the next semester. At the end of the six-week period, a student must be passing in ALL classes in which a student is enrolled to be eligible. If a student is not passing all classes, a student will have to pass all classes on a weekly basis to regain eligibility.

**Weekly Eligibility:**

A student must pass in every class to be eligible each week. The student must also have been in attendance 90% of the grading period. A student receiving a failing grade in a class is placed on probation for a one-week period. In order to be eligible the student must be passing all classes at the end of the following week. Eligibility will be determined on the basis of work completed by the end of the day on the day eligibility is checked.

At the end of that one-week period, the student must be passing every class in order to be eligible. If a student fails a completely different class at the end of the probation week, the student is ineligible until the student is passing every class. There is no limit to the number of times a student can have a probation period, provided that the probation period will not run for two consecutive weeks.

Eligibility will be determined on the basis that if the semester ended on that day, the student would be failing that class. Teachers are required to record a minimum of two grades per week.

**ACTIVITY ABSENCE POLICY (FMA-R2)**

All students who are members of school activity groups, including 4-H, are limited to ten absences per year per class period for activities, whether sponsored by the school or outside agencies or organizations. Ten additional absences may be granted for state and national. The building principal shall determine whether the school is to be represented at these contests.

**GANG ACTIVITY (FMCAA)**

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of the any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

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

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

**STUDENT RIGHTS AND RESPONSIBILITIES (FN)**

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities

set forth in no way limit the legal authority of school officials to deal with disruptive students.

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and the equality of educational opportunity and the right to expect that punishments that deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

### **Responsibilities**

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body that they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.

9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

**A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.**

#### **STUDENT CONDUCT (FNC)**

Every student has a right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his or her maturity, interests, and abilities. School personnel, parents, and students have a responsibility to develop and maintain an atmosphere that is compatible with this right.

Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognized as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the school district.

The Wynnewood Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct be established and that adherence to those standards be insisted upon. The board, therefore, directs the superintendent to establish a regulation, subject to board approval, of student conduct. Students will be disciplined for any cause(s) that disrupt(s) the authority, dignity, or order of the school, or that are inconsistent with the health, safety, welfare, or legitimate educational purpose of other students.

#### **STUDENT CONDUCT (REGULATION) (FNC-R)**

In accordance with the policy of the board of education, the following standards of conduct are established for the public school system.

For the purpose of this regulation, a student is defined as any person regularly enrolled in an educational program provided by, or approved by, the board of education and carried on in premises owned or controlled by the school district. Students in school buildings, on school grounds, using district property, or attending a district-sanctioned event shall not engage in any of the following:

1. Any conduct, the purpose of which is to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the board of education.
2. Physical, emotional, or mental abuse of, or threat of harm to, any person on school owned or controlled property or at any school attended, sponsored, or supervised event or function.
3. Damage or threat of damage, to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when the property is located on school owned, controlled, attended, or supervised premises.
4. Forceful, or unauthorized entry into or upon, or occupation of, school district facilities including buildings and grounds.

5. Unlawful use, possession, distribution, sale or trade of drugs, alcohol, or controlled substances, or any substance or material believed to be drugs, alcohol or controlled substances, or any substance which is capable of causing or producing mood alteration or behavioral changes.
6. Conduct or speech that violates commonly accepted standards of society within the community.
7. Failure to comply with the reasonable and lawful directions of school district officials or law enforcement officers, acting in the performance of their duties, or failure to identify themselves to such officials or officers when directed to do so.
8. Any conduct constituting a breach of any federal, state, or city law or ordinance or duly adopted policy of the board of education.

Any student knowingly violating any of these policies and regulations will be subject to warning, reprimand, probation, suspension, or expulsion in addition to any civil or criminal proceedings or prosecution.

### **STUDENT DRESS CODE (FNCA)**

The Wynnewood Board of Education believes that the majority of the students in public schools must recognize their own individuality and do not need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. Additionally, any clothing that interferes with the education function entrusted to the board of education is prohibited.

REFERENCE: 70 O.S. §6-114 ©

### **STUDENT DRESS CODE (REGULATION) (FNCA-R)**

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system.

Students are expected to dress in a manner that is proper to the business setting of the school. Any attire that draws undue attention to the individual or in any way interferes with the educational process appropriate for school wear. The principal reserves the right to judge as either appropriate or inappropriate any type of dress.

Students inappropriately dressed will be called to the office and the student will be required to change clothes before returning to class. The time missed will be considered an unexcused absence and/or tardy.

The following are specifically prohibited:

1. T-shirts with signs or advertisement not in good taste (including, but not limited to, alcohol or drugs)
2. Bare midriff garments, see-through (transparent) garments, strapless garments
3. Boxer shorts and/or sleepwear
4. Jewelry or accessories pertaining to drugs, alcohol, and/or drug/alcohol use
5. Droopy or sagging pants, shorts, and skirts
6. Wearing caps, hats, or any other headwear in the building or classroom Shoes must be worn

at all times.

Visible body piercing will be allowed only in students' ears in moderation. Hair color must be limited to natural colors.

The same standards of dress extend to athletic events, commencement exercises, and other banquet and awards activities.

**While styles and fads may change over the course of time, the administration reserves the right to use discretionary judgment in cases of student dress that could be considered immoral, immodest, or in any way distracting or offensive to students, teachers, staff, or visitors.**

## **HAZING (FNCC)**

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purpose of this policy, 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 sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which would adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of the education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

*A copy of this policy will be furnished to each student and teacher in this school district.*

REFERENCE: 21 O.S. §1190

## **BULLYING (FNCD)**

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 unwanted, aggressive behavior committed in person or by 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, and that is repeated or is highly likely to be repeated

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and

administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

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

REFERENCE: 70 O.S. §24-100.2

## **Fighting Policy**

Fighting, forcing another student to defend himself/herself, and physically attacking another student cannot be tolerated. The following penalties will be enforced for students deemed to have violated the fighting rule:

- a. First offense- A student who attacks or forces another student to defend themselves will receive up to a 10 day out of school suspension. Students who continue to aggressively fight after a fight has been stopped or the student has been told to stop fighting and continues to fight, upon review of the principal could be suspended for the remainder of the current semester and the seceding semester. The police will be notified.
- b. Second offense- A student who attacks or forces another student to defend themselves may be suspended for the remaining of the current semester and the seceding semester. The police will be notified.

### **REPORTING STUDENTS UNDER THE INFLUENCE (FNCE)**

It is the policy of the Wynnewood Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his and her possession, alcoholic beverages- including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance suspected thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

REFERENCE: 70 O.S. §24-138 63 O.S. §2-101, et seq. 70 O.S. §24-1-2 37 O.S. §163.2

### **DRUG FREE POLICY (FNCF)**

It is the policy of the Wynnewood Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students that will include the following:

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent

the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." {Federal Regulations can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents that includes district policy relating to adoption and implementation of a drug prevention program for students.

A COPY OF THIS POLICY WILL BE FURNISHED TO EACH STUDENT AND TEACHER IN THE SCHOOL DISTRICT.

REFERENCE: Public Law 101-226  
70 O.S. §1210.221, et seq.

### **WEAPONS-FREE SCHOOLS (FNCGA)**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school sponsored transportation may be removed from school for one full calendar year or longer.
2. Oklahoma statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Further specifics, conditions and exceptions to this policy can be found in District Policy FNCGA.

REFERENCE: 18 U.S.C. §921  
21 o.s. §1271.1, §1280.

### **STUDENT SEARCH POLICY (FNF, FNF-R, & CKAE)**

The Wynnewood Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

Any searches conducted will adhere to district policy as well as State and Federal laws.

REFERENCE: 70 O.S. §24-102

### **LOCKERS (FNFA)**

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

They are to be kept locked at all times. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker assignments are not changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

REFERENCE: 70 O.S. §24-1

### **WIRELESS POLICY (FNG) (FNG-R)-Cell Phone Policy- Adopted 12/12/19**

Students will not be able to have their cell phones out or be on them during the regular school day. This includes, but is not limited to, before school, during class, in between classes, or at lunch while on school property. A student who is in violation of this policy will be subjected to the following:

- 1st offense- 1 day of lunch detention- student may pick up their phone from the office at the end of the day.
- 2nd offense- 3 days lunch detention- student may pick up their phone from the office at the end of the day.
- 3rd offense- 3 days lunch detention- parent must pick up the phone from the office between 3:05pm-3:30pm
- 4th offense- Any offense after the 3rd will result in in-school suspension.

### **STUDENT DISCIPLINE (FO)**

The Wynnewood Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classrooms or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

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

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

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

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

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.

Conference with student	Referral to counselor
Conference with parents	
In-school suspension	
Detention	
Changing students seat assignment or class	
Restriction of privileges	
Requiring a student to clean or straighten items	
Other appropriate disciplinary action as required	
and as indicated by the circumstances	
Involvement of local authorities	
Requiring a student to make financial restitution for damaged property	
or facilities damaged by the student's behavior	
Referring student to appropriate social agency	
Suspension	
Behavioral contract	

Parents, guardians, and students enrolled in this district shall be notified at the beginning of each school year that this policy is in effect. **A copy of this policy will be made available upon request to parents or guardians at any time during the school year.**

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

Teachers, parents, guardians, and students are encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrator's appropriate means of discipline for specific infractions.

REFERENCE: 10 O.S. §7115 70 o.s. §6-114 70 o.s. §24-101.3

## **WYNNEWOOD MIDDLE SCHOOL EXPECTATIONS AND CONSEQUENCES**

At Wynnewood Middle School, we have expectations for our students that we think provide them the best opportunity to succeed in school and in their personal lives. Those expectations can be summarized in the following statements.

- Attend regularly and avoid tardiness.
- Come to school prepared with the right attitude and resources.
- Engage and participate in the learning process.
- Demonstrate your knowledge and skills.
- Be a cooperative and collaborative learner.
- Respect yourself, your school, your fellow students and faculty and staff.

In order to meet these expectations, some behaviors are not tolerated. The following are some of the most common issues and behaviors that provide obstacles to students meeting expectations and being successful in the classroom. They are not all inclusive, but are examples of behavior that is not tolerated.

- General misconduct as a student
- Disruption of the classroom learning environment (especially if it is chronic in nature)
- Open defiance of the authority of the teacher or administrator
- Continued Willful disobedience

In terms of consequences, Wynnewood Middle School has several levels of consequences depending on the severity, number and nature of the offense(s). The classroom teacher handles most of the discipline issues in their classroom. The teacher may choose a classroom detention at recess, loss of privileges, any reasonable classroom consequence. **Teachers will not assign academic 'work' such as writing for punishment.**

If a classroom teacher has been unsuccessful with classroom consequences, they can assign students to Noon Detention. At the lunch bell, students assigned to noon detention immediately report to Coach Sechrist's room (115) where there will be a designated noon detention desk. Students assigned to noon detention will eat their meals there and remain until Coach Sechrist dismisses them to their fifth hour class. They are expected to sit quietly without conversation and disruption.

Students are assigned to **In-School Detention** (with services) if the nature of the offense warrants actions stronger than noon detention or if they have repeated offenses or repeated noon detention assignments. In School Suspension (ISS) provides an alternative setting for the student in the school building, and the student remains in that setting for the entire school day, receiving assignments from their respective teachers. Students begin the day there, they eat lunch at a different time, and at the end of the day, they dismiss from there. Teachers may refer students, but only the principal will make assignments to ISS.

The last discipline resort is Suspension from school, with services. With this consequence, students are

suspended home with the opportunity to complete their school assignments. Classroom assignments are picked up at school and returned to the teachers upon completion. At the end of the Suspension assignment, students return to their regular classes.

### **POSSESSION OF ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES (FO-R3) (Regulation)**

Sale, distribution, use or possession of alcoholic beverages, controlled substances (illegal drugs}, marijuana, steroids, or other materials expressly prohibited by federal, state, or local laws, is not permitted in school buildings, on school property, or at school functions. Also, the sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted. A trace of illegal drugs/alcohol in one's body is a violation of this policy.

#### **Violation of This Policy Will Result in The Following Consequences:**

1. When possible, the parent/guardian will be notified.
2. The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully.
3. The student may be required to submit to any or all of the following tests: blood, breath, and polygraph.
4. Any violation: the student may be suspended for the remainder of the current semester and the succeeding semester. Drug counseling is optional for the student to enroll in.

### **STUDENT DISCIPLINE THREATENING BEHAVIOR (REGULATION) (FO-R4)**

Threatening behavior is defined as an activity that portrays that another person, persons, or property may or will be harmed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or a written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
  - A. The student will be subject to an immediate suspension from school for a minimum of three days.
  - B. The student's parent(s)/guardian will be notified.
  - C. The Wynnewood Police Department shall be notified.
  - D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: police, Multi-County Youth Services, Office of Juvenile Affairs,

Department of Human Services, and Child Welfare.} The conference shall take place as soon as possible.

- E. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's re-entry to school.
- F. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester.

The above shall not apply for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

A site administrator shall file a report on any student disciplined under this policy and send the report to the Superintendent.

REFERENCE: 70 O.S. §24-100.2

### **SUSPENSION POLICY (FOD)**

It is the policy of the Wynnewood Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) {See policies FNCE and FNCGA}
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

All suspended students are afforded all rights due them, including due process, by district policy and State and Federal Law. If the parent or student may appeal the suspension and appellate procedure information will be a part of the suspension documentation provided to the student and parent.

All suspended students are afforded an education plan and that plan will be communicated with the parents and the student. Parents and Guardians have the responsibility to monitor the student's educational progress during the suspension.

### **VANDALISM**

The Wynnewood Board of Education will prosecute any individual who willfully destroys, mutilates, or disfigures public school property of any kind to the full extent of the law. Students found guilty of vandalism will also face disciplinary consequences from the school and possible restitution.

### **ASSAULT UPON SCHOOL EMPLOYEES (CKHA)**

It is the policy of the Wynnewood Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or

threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his duties as a school employee or student. A COPY OF THIS POLICY WILL BE FURNISHED TO EACH STUDENT AND TEACHER IN THE SCHOOL DISTRICT. REFERENCE: 21 O.S. §650.7

### **RACIAL HARASSMENT AND INTIMIDATION (DAA-R)**

District employees and students shall not racially harass or intimidate another student by name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. District employees and students shall not at school or on school property, or at school activities wear or have in their possession any written material, printed or in their own handwriting, that is racially divisive or creates ill will or hatred.

### **TOBACCO USE PROHIBITED (CKDA)**

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

### **SEXUAL HARASSMENT (FB)**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Wynnewood Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

#### **1. Sexual Harassment**

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

#### **2. Specific Prohibitions**

##### **A. Administrators and Supervisors**

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be

subject to sanctions, as described below.

3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

### 3. Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations, no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
4. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
5. A copy of this Sexual Harassment Policy will be provided to students and parents each year.
6. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964 42 U.S.C. §2000E-2

29 C.F.R. §1604.1, et se

### EMERGENCY DRILLS

Instructions for fire, tornado, lockdown and intruder drills are posted in every classroom and each teacher in every class they teach will go over the procedures of each drill as they would occur in their particular classroom. Practice drills occur throughout the year, and students are expected to cooperate

and participate in the drills as if they were a real emergency.

### **ACTIVITY TRIPS**

When on activity trips, students will ride to and from the event on the school provided transportation. If the parent or guardian wishes to provide transportation to or from the event for their student, special arrangements must be made prior to the activity with the event sponsor. Parental permission slips are required.

### **COUNSELING SERVICES**

Wynnewood Middle School has a counselor that serves students 5-8. The Counselor can assist students with academic, social and personal issues that might be providing obstacles for academic and personal success and fulfillment. We urge students to take advantage of this service.

### **GRADING POLICY**

Wynnewood Middle School teachers use a total point system to determine student grades. Parents have access to student grades through the online grading system. Contact the school counselor to acquire the username / password to gain access to the grade book. Detailed progress reports are sent home with the student periodically and a final grade is assigned at the conclusion of each semester

Final letter grades are determined by the following scale:

A	90 - 100 % of the total points possible
B	80 - 89 % of the total points possible
C	70 - 79 % of the total points possible
D	60 - 69 % of the total points possible
F	0- 59 % of the total points possible

## **TEXTBOOKS**

Textbooks are just one resource that teachers may or may not use in their course curriculum. Many better resources are now available for instructional support and your student's teacher will use a variety of sources and resources to create learning experiences that are engaging and efficient. In most classrooms, textbooks will be left in the classroom, and homework will consist of support materials and assignments that do not necessitate carrying home heavy textbooks. In 2002, California recommended that textbooks for grades 5-8 weigh no more than four pounds. Using that number, if a fifth grade student had homework in four classes that required the use of textbooks, that means your student could be carrying home a 16-pound backpack, not counting their other items they are toting home. We can produce better quality homework that requires minimal time at home with negligible physical burden on our students.

If books are issued, the teacher will write the student's name in ink in the book and record the number issued. The student responsible for the book, the one in whose name the book is issued, must pay for books lost or damaged. Books should not be left lying about the school or outside in the elements. The way you care for your books will reflect your appreciation for the free textbook plan.

## **HOMEWORK**

Homework is a part of a student's academic responsibility and will be assigned by teachers as they individually determine it is in the best interest of the student. Teachers are encouraged to send homework home that does not require textbooks. Our philosophy is that homework should meet the following guidelines:

It will have purpose for the student

It will be efficient in terms of learning and time.

It will incorporate student ownership of the assignment.

It will instill student competence in the subject.

It will have an aesthetic appeal to the student. (Vatterott, 2009)

At the core of our homework policy is the philosophy that homework should not become an undue burden in time or stress for students or parents. We value quality family time as important in the development of your student as anything else.

## **STUDENT RETENTION AND PROMOTION (EIA-R4)**

In accordance with District Policy EIA -R4, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students will be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading and social studies.

## **DISCRIMINATION GRIEVANCE PROCEDURES (DAA-P)**

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

## Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Wynnewood Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Wynnewood Public School District who submits a complaint alleging discrimination based on race, color, national origin, sex, age, qualified handicap, or veteran status.
4. **Public Greivant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
5. **Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
6. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
7. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

## Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the high school principal, and reasonable effort should be made to resolve the problem or complaint.

## Filing and Processing Discrimination Complaints

1. Grievant	Submits written complaint to Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaints must be submitted within 30 days of alleged violation. Complaint forms are available in all school offices.
2. Coordinator	Notifies respondent within 10 days and asks respondent to: <ol style="list-style-type: none"><li>1. Confirm or deny facts,</li><li>2. Indicate acceptance or rejection of grievant's requested action, or</li><li>3. Outline alternatives</li></ol>

3. Respondent	Submits answers with 10 days to Coordinator
4. Coordinator	Within 10 days after receiving respondent's answer, Coordinator refers the written complaint and respondent's answer to the building principal. The Coordinator also schedules a hearing with the grievant, the respondent, and the building principal.
5. Principal, Grievant, Respondent, & Coordinator	Hearing is conducted.
6. Principal	Within 10 days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
7. Grievant or Respondent	If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the superintendent requested.
8. Coordinator	Within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
9. Superintendent, Grievant, Respondent, & Coordinator	Hearing is conducted.
10. Superintendent	Issues a decision within 10 days following the hearing.
11. Grievant or Respondent	If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the board requested.
12. Coordinator	Notifies board within 10 days after receiving a request for hearing. Coordinator schedules the hearing with the board. The hearing is to be conducted within 30 days from the notification to the board.
13. Board of Education or hearing panel established by the board, Grievant, Respondent, & Coordinator	Hearing is conducted.
14. Board of Education	Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

### General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint resolved is resolved shall not be more than 180 days.
2. Access to Regulations: The Wynnewood Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran status upon request.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is

given by the parties involved to release such information. No complaint record shall be entered in the personnel files. Complaint records shall be maintained on file for three years after complaint resolution.

4. If respondent and principal are the same person, the above procedures are adjusted accordingly with the first hearing being with the superintendent.
5. The middle school principal shall serve as an alternative Coordinator.

### **COMPUTER USE (EFBC)**

The Wynnewood Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities be provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited.

Technology shall include but not be limited to information technology, telecommunications technology and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, and facsimile, e-mail, computer software, CDROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

The board has directed the superintendent to develop rules, regulations, and procedures governing the use-of computers and computer technology in this district.

Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

REFERENCE: 70 O.S. §1-107.1

### **COMPUTER USE (REGULATION) (EFBC-R)**

In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district.

Personal computers not owned by the school district shall not be brought to school or used in school except with permission of the superintendent or the superintendent's designee.

School district computers and computer accessories will be used only by students and faculty members. School district patrons may be permitted to use school equipment only under certain circumstances as determined by the board of education. Permission to use school computers or other school technology is granted as a privilege that may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and directions of school faculty or system operators.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating

procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or a computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read and understand such procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Failure to cite content accessed electronically is academic misconduct. Students or staff may be disciplined for failing to appropriately cite materials. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed into, or removed from, school district computers only by, or at the direction of, an authorized faculty member. No commercial software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, or otherwise harass any other user or system operator of any bulletin board or telecommunications entity.

Telecommunication users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information that purposely or negligently injures a person.

The superintendent or designee shall have access to all materials loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district's Internet service or computers. Activity may be monitored at any time and disciplinary action taken for inappropriate use.

Students and staff have an affirmative duty to notify the administration of sites that were inappropriately accessed so that the computers may be checked and inappropriate materials removed from the hard drive.

REFERENCE: 15 O.S. §776.1

## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (EFBCA)**

The Wynnewood Public Schools district is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### **Acceptable Uses**

1. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the net works are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; do not impersonate another user.
  - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. A void language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

## Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

-depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

-taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **Failure To Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h], [I]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

### **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS (EFBCA-RI)**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the

policies and goals of this school district.

Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

### **ASBESTOS NOTIFICATION**

Following a mandate by the United States Congress in 1986, the U.S. Environmental Protection Agency has established the Asbestos Hazard Emergency Act (AHERA) Rule. The AHERA Rules provide guidelines for the identification, monitoring, and management of Asbestos-Containing Materials (ACM) in all public and private schools from kindergarten through twelfth grades.

The firm of Precision Testing has submitted a plan to manage the ACM issues in the District and conducts yearly inspections and makes any necessary recommendations to the Superintendent's office.

That plan has been approved by the Wynnewood School Board. The inspection results and the Management Plan are on file for public review and may be examined in the Superintendent's office at 702 East Kerr between the hours of 8:00 am - 3:00 pm.

The asbestos Inspection and Management Plan is designed to identify any presence of ACM and to provide a program to control those materials and prevent any risks to building occupants. By our actions to comply with the AHERA Rule, we have taken every measure to continue to provide a safe and healthy environment for our students, employees, and patrons. Further questions may be directed to the Wynnewood High School Principal at 405-665-2045.

## **INDIVIDUALS WITH DISABILITIES ACT (IDEA)**

Wynnewood Middle works to comply with the Individuals with Disabilities Act and an element of that is distribution of the Parents' Rights in Special Education: Notice of Procedural Safeguards form created by the Oklahoma State Department of Education, Special Education Services (SDE-SES) division, to satisfy IDEA requirements. That form is available on the Oklahoma State Department of Education at: <http://ok.gov/sde/sites/ok.gov.sde/files/SpecEd-ParentsRights-English.pdf>  
<http://ok.gov/sde/sites/ok.gov.sde/files/SpecEd-ParentsRights-Spanish.pdf>

Parents and guardians may pick those forms up in each building site as well.

**Districts must give the parents of a child with a disability a copy of Parents' Rights one time every year and upon**

- initial referral
- parent request for evaluation
- filing of a request for due process by either parent or district
- deciding to impose discipline that constitutes a change of placement and
- parent request.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS UNDER THE PROTECTION OF THE PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes,

and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained

from students for marketing or to sell or otherwise distribute the information to others.

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

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

## **MENINGITIS INFORMATION**

Meningitis is a potentially severe or fatal disease caused by a bacteria, virus, or fungi causing inflammation of the tissues that cover the brain and spinal cord. Symptoms of meningitis may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. Symptoms in infants may include irritability, lethargy, extreme fussiness, or refusal to eat. It is important to determine the cause of the meningitis for purposes of treatment and whether preventive treatment of persons who have had contact with respiratory fluids is needed. Since viral and bacterial meningitis often have similar symptoms, it is important to seek medical care immediately if you or your child has those symptoms.

Viral meningitis is the most common form of meningitis and can be caused by several different viruses. Approximately 90% of meningitis cases are viral meningitis. These viruses are typically spread from person-to-person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental items. There is no specific treatment for viral meningitis, most patients will completely recover on their own with bed rest and plenty of fluids, however health care providers often will recommend medicine to relieve symptoms such as fever and headache.

Bacterial meningitis can be caused by bacteria such as *Streptococcus* species or *Neisseria*

meningitides, which are spread by direct contact with saliva or respiratory fluids from the nose and throat of an infected person. Bacterial meningitis is usually more severe and requires prompt treatment with antibiotics. Meningococcal meningitis is a serious form of bacterial meningitis caused by the bacteria *Neisseria meningitides*, which also causes blood infections called meningococcal disease. Household members and other persons directly exposed to the respiratory fluids of a person with meningococcal meningitis are recommended to receive preventive antibiotics. Preventive antibiotics are not recommended for other types of meningitis.

Two types of meningococcal vaccine are available to prevent four types (called serogroups) of *Neisseria meningitides*, when given before being exposed. Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 2 through 55 years of age. Meningococcal polysaccharide vaccine (MPSV4) is not used in children under 18 months of age, but may be used if MCV4 is not available. MPSV4 is the only meningococcal vaccine licensed for people older than 55.

Other routinely recommended childhood vaccines protect children from other causes of meningitis such as *Haemophilus influenza* type b (Hib) and *Streptococcus pneumoniae*. These and other vaccines are available and are recommended for certain people at increased risk of complications from a bacterial infection such as elderly or immunocompromised persons or people living in certain group settings. For more information on vaccines, contact your local county health department or family physician.

Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash visibly soiled hands with soap and water, after using the toilet, after changing diapers, after sneezing or coughing into your hands, and before preparing and eating food. Use alcohol based hand gels when hands are not visibly soiled.

For more Information and Fact Sheets regarding meningitis, please visit the meningitis section of the Oklahoma State Department of Health.

#### **WYNNEWOOD SCHOOLS NOTICE OF NON-DISCRIMINATION**

Wynnewood Public Schools, including Wynnewood Middle School, does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including the following:

Section 504/Title II of the Americans with Disabilities Act Title IX  
Age Act  
Title VI of the Civil Rights Act

Tammy Grove - Elementary Principal 301 East Chickasaw Street 405.665.4371  
[tgrove@wynnewood.k12.ok.us](mailto:tgrove@wynnewood.k12.ok.us)

Note: Any policy or practice printed in this document is subject to change and revision as Federal and State Law and Local Board policy changes.

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