

**Student Handbook
2025-2026
Woodland High/Middle School**



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<http://www.woodland.k12.ok.us>

WOODLAND SCHOOL SONG

THE BLUE AND SILVER FOREVER
SHOUT THE VICTORY
FOR OUR SCHOOL AND OUR TEAM
THE ONE AND ALL
ARE WE
RAH, RAH,
WE'LL MAKE
THE GOLDEN SCHOOL DAYS
A GLORIOUS SUCCESS
THREE CHEERS FOR OUR SCHOOL
DEAR OLE WHS!



ADMINISTRATION

Superintendent	Shelly Shulanberger	(918) 642-3295 ext.104
HS & Middle School Principal	Shelly Doshier	(918) 642-3295 ext.106
HS & MS Assistant Principal	Missy Keeler	(918) 642-3295 ext.141
Elementary School Principal	Claudette Mashburn	(918) 642-3295 ext.107

DIRECTORS

Athletic	Stephanie Kennedy	(918) 642-3295 ext. 115
Child Nutrition	Jennifer Brien	(918) 642-3295 ext. 146
Maintenance & Transportation	Kaitlyn Berryman	(918) 642-3295 ext. 121
Title VI – Indian Education	Lisa Crabtree	(918) 642-3295 ext. 119

CENTRAL OFFICE STAFF

Activity Clerk & Treasurer	Shana Johnston	(918) 642-3295 ext. 101
Encumbrance Clerk	Trina Hutchison	(918) 642-3295 ext. 105
Superintendent Secretary	Trina Hutchison	(918) 642-3295 ext. 105

HIGH SCHOOL STAFF (918) 642-3295 Ext. 101

Agricultural Education	Ridge Bonewell
Alternative Education	Stephanie Kennedy
Computer Science	Chad Tsotigh
Counselor	Missy Keeler
English Language Arts	Cathy Hayes
Math	Kyle Rhodes
Music	Kara Clapp
Science	Laura Voegeli
Social Studies	Mike Brock
Special Education	Lisa Crabtree

PRINCIPAL'S SECRETARY

Shana Johnston

CUSTODIAN

Kaitlyn Berryman
Jason Wilson



MIDDLE SCHOOL STAFF (918) 642-3295 ext. 300

Agricultural Education
English Language Arts
Computers
Indian Education/Tutor
Math/Pre-Algebra
English
Science
Social Studies
Special Education/Library
Music

Ridge Bonewell
Chawnte' Sober
Casey Goad
Julz Brown
Teddi McKinney
Dustin Potts
Lauran Graham
Ronnie Gibson
Lisa Crabtree
Kara Clapp

SECRETARY

Melissa Funkhouser

CUSTODIAN

Kaitlyn Berryman
Jason Wilson



DISTRICT GOALS

- To provide an environment conducive to learning and to promote an enthusiasm for knowledge among the student body that will endure beyond their years of formal education.
- To instill the duties and responsibilities of citizenship and an understanding of the dignity and value of the individual and an appreciation of the American heritage.
- To advise students of the opportunities available to them. To provide counseling services that will assist each student in setting goals and determining the course of study necessary to achieve those goals.
- To communicate with parents and patrons and encourage their participation in the educational process for the good of the students and the school system.
- To motivate staff and students to excel in all of their endeavors and to recognize and reward superior performance.

FLAGS

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

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

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



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FOREWORD

The Woodland Student Handbook is designed to provide a resource for the basic information that you and your child will need during the school year. Both students and parents (*please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student*) must be familiar with the Woodland Public School Handbook required by state law and intended to promote school safety and an atmosphere for learning. The student handbook is designed to be in harmony with Woodland School Board policy. We strongly recommend that parents review the entire handbook with their child(ren) and keep it as a reference during the school year. If you or your child(ren) have questions about any of the material in this handbook, please contact a school administrator at 918-642-3295.

WORKING TOGETHER

To give your child the best possible guidance toward the realization of their highest capabilities is our primary objective. To accomplish this objective full cooperation between the home and school is essential. Parents can help by following these suggestions:

- Encourage your child to put a high priority on education.
- Help your child develop a positive attitude toward school.
- Work with your child on a daily basis to make the most of the educational opportunities the school provides.
- Be sure your child comes to school each day prepared, rested, and ready to learn.
- Encourage regular and punctual attendance.
- Get to know your child’s teachers, school, and the schedule of activities.
- Help develop your child’s confidence in his/her teacher.
- Ensure that your child completes all homework assignments and special projects.
- Encourage home study and reading.
- Contact your child’s teacher as problems arise.
- Attend scheduled conferences and request additional conferences as needed.
- Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Read this handbook and the code of conduct and understand the operation of the school.
- Become a school volunteer.
- Participate in a campus parent organization.
- Monitor your child(s) attendance, grades and class assignments through our shared electronic GradeBook.

STUDENT RESIDENCY



It is the policy of the Woodland Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody 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 in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with [70](#) O.S. §1-113. 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).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situations.
5. A migratory child who is staying in accommodations not fit for habitation.
6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
7. A child who is placed in a state institution because s/he has no other place to live.
8. A child who has been abandoned by his/her family and who is staying in a hospital.
9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.



The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.
3. Customary transportation policies and regulations shall be waived.
4. Official school records policies and regulations shall be waived.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy [FFAB](#).)
6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates the superintendent as residency officer. The residency officer may be contacted by calling the school district at 918-287-1265 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 1801 McKenzie St., Pawhuska, OK 74056.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite



appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost-effective manner.

Definitions

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;
6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: [70](#) O.S. §1-113, §1-114

[70](#) O.S. §18-111



STUDENT RESIDENCY AFFIDAVITS
PERMISSION TO RELEASE EDUCATIONAL RECORDS
(to be submitted by the actual parent or guardian)

STATE OF OKLAHOMA

COUNTY OF _____

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I am the lawful parent or guardian of _____. I further state that my rights as parent or guardian to access educational records have in no way been restricted, modified, terminated, or extinguished by any court order, decree, or custody arrangement. I hereby grant Woodland Public Schools permission to release any and all educational records including grades as defined under the Family Educational and Privacy Rights Act to _____

who has assumed the permanent care and custody of _____

In the event that _____ is not a relative of _____ within the fourth degree, I hereby state that he/she contributes the major degree of support to the child.

I hereby agree to hold Woodland Public Schools harmless in any, and all manner, which may arise out of the release of any, and all, educational records to _____.

I acknowledge that willful misstatement in this affidavit, known by me to be false, shall be a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

_____ Affiant

Subscribed and sworn to me this _____ day of _____, 2_____.

_____ Notary Public

or officer administering oath
My commission expires:

(Seal)



ATTENDANCE POLICY

Section 192 (School Laws of Oklahoma) – it shall be unlawful for any child that is over the age of sixteen (16) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the school of the district is in session.

When a student misses class, the absence will be recorded as excused, unexcused, or school activity. Non school related absences will be recorded as unexcused until a parent contacts the school. Parents are encouraged to contact the school on or before the day the student is absent. Parents are notified daily through SchoolMessenger of any unexcused absences.

***A combination of ten excused and/or unexcused absences in a semester in any class period will result in a grade of “no credit” for that class, unless there are extenuating circumstances. Evidence of extenuating circumstances must be supplied to the attendance review committee by parents seeking an exception to the 10 day rule.**

EXCUSED ABSENCES

Students with an excused absence from school will be allowed the same number of days missed to make up the work for full credit.

UNEXCUSED ABSENCES

Students with an unexcused absence will be allowed to make up work but will receive only seventy percent of the grade earned. If absence is not excused by parent/guardian, the absence will be recorded as unexcused. Once an absence has been recorded as unexcused, only the principal/designee can change the absence at his/her discretion.

OTHER

A student or parent may request a hearing before a faculty committee composed of that student’s teachers, principal, and counselor to appeal a decision concerning a loss of credit as a result of absences.

Pioneer Technology Center students must comply with attendance requirements set forth by the PTC Board.

ATTENDENCE FOR EXTRACURRICULAR ACTIVITIES

To be eligible for participation in extracurricular activities, including practices and events, students in grades 6–12 must attend at least half of the school day. Administrative exceptions may be granted under special circumstances.

TARDIES- Per Semester

1. A student will be considered tardy if s/he is not in class when the second bell rings.
2. Students arriving after the 2nd bell rings will be considered tardy for the first 10 minutes of class. After 10 minutes, students will be considered absent.
3. Students who are detained by a staff member will be excused, but must bring a note from the teacher who detained him/her.



4. Students who have 3 or more tardies in a class will be given a disciplinary referral by the teacher and each tardy thereafter.

*In addition to noon detention, habitually tardy students may be assigned In School Detention (ISD), be referred to law enforcement for attendance violation or have other privileges revoked by the principal and/or teachers.

TRUANCY

If any parent standing in parental relation to a child who is subject to the compulsory school attendance law and not lawfully exempted or properly excused from attendance fails to require the child to attend school, s/he shall be warned in writing by the school attendance officer that attendance is immediately required.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school, s/he must bring a written request from his/her parents or guardian stating the reason for the withdrawal. This request must be brought to the principal's office where the student will receive withdrawal papers to be taken to the appropriate teacher(s), librarian and cafeteria for signatures.

The student will return his/her textbooks and uniforms to the appropriate teacher(s) and coach(es), and receive grades from teacher(s). No records or information will be forwarded from this school until the student's accounts and records have been cleared.

OPEN TRANSFER ACT

SB783 – Enacts significant reforms to Oklahoma's school transfer statutes, namely, revising the guidelines for accepting and denying student transfers, limiting students to a maximum of two out-of-district transfers per school year. The revised transfer provisions and requirements will take effect beginning on January 1, 2022.

ACTIVITY PARTICIPATION AND ELIGIBILITY

Extracurricular activities can play a unique role in the educational process. Because of the contributions made by extracurricular activities, Woodland Public Schools offer a wide variety of activities with the goal to develop the whole person. Student participants must meet all the eligibility requirements of the **Oklahoma Secondary School Activities Association, Oklahoma State Department of Education and Woodland Public Schools.**

RULE 1 – ATTENDANCE – Oklahoma Secondary School Activities Association

Students must abide by district requirements for attendance to be eligible for extracurricular activities through OSSAA.

RULE 2 – ACTIVITY ABSENCES – Oklahoma State Department of Education



All students who are members of school activity groups, including 4-H, are limited to ten activity absences per year per class period. Ten additional absences may be granted for state and national events. Exceptions will be considered by an Internal Review Committee which consists of teachers, sponsors, and administrators. Students who maintain an average grade of at least 70% in every class may apply for an exception to the 10-day activity absence rule.

RULE 3 – ELIGIBILITY – Oklahoma Secondary School Activities Association

Section 1. Semester Grades

- a. A student must have received a passing grade in any five subjects counted for graduation that s/he was enrolled in during the last semester s/he attended fifteen or more days.
- b. If a student does not meet the minimum scholastic standard, s/he will not be eligible to participate during the first six weeks of the next semester s/he attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects s/he is enrolled at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2. Student Eligibility during a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be currently passing in all subjects s/he is enrolled in during a semester. The ineligibility periods will begin on Monday and end on Sunday.
- c. A student who has lost eligibility under the provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. “Passing grade” means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. An eligible student who changes schools for a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. Examples of such hardships would include illness, injury, death in family and natural disaster. Board policy allows a maximum of two weeks to apply this exception.



- c. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

An eligibility list will be tabulated at the end of the third week of each semester and every succeeding week thereafter. Ineligible students will not participate in extracurricular activities for the following week (Monday through Sunday).

During the school year a number of trips will be taken by various organizations. The school will provide transportation for all school sponsored activities. Students must go and return in the vehicles provided by the school. A student may return with his/her parent or guardian or a parent of another student involved in the same activity upon written request from the parent or guardian to an administrator or sponsor.

While attending any school sponsored activity, students are under the supervision of the sponsor and are to abide by all school regulations. Noncompliance can lead to ineligibility or other consequences.

ACADEMIC ACHIEVEMENT BANQUET ELIGIBILITY REQUIREMENTS

In an effort to stress the importance of academic achievement and encourage all Woodland High School students to achieve their full potential, students who excel scholastically will be honored with a banquet at the conclusion of each academic school year.

Eligibility Requirements:

1. Be a student in grades 9-12, and
2. Meet State Preparatory Curriculum Requirements, and
3. Meet at least one of the following criteria:
 - a. Maintain a weighted cumulative GPA of 3.5
 - b. Achieve a composite score of 25 or above on ACT
 - c. Be recommended for recognition by a teacher

HOMEWORK/ONLINE GRADEBOOK

The need for homework, the kind of homework, and the amount of time spent on homework will vary with the student, course, and grade level. Students are responsible for getting work done within the timeframe assigned by teachers. *Parents should frequently monitor their child's attendance and grades by using the electronic GradeBook feature on the school's website.* Contact the office for your child's GradeBook username and password.

GRADING SYSTEM

A = 90-100
B = 80-89

C = 70-79
D = 60-69
F = 0-59



GRADE REPORTING

At the end of each nine-week period, a report card will be sent home. Report cards will be computerized with the exception of Kindergarten and Pre-K. A minimum of two (2) grades per week should be recorded in the grade book for each student in each subject.

9-WEEKS TEST POLICY

Grades 9–12

Woodland High School is committed to promoting academic achievement, consistent attendance, and responsible student behavior. This policy outlines the expectations and procedures regarding 9-weeks tests.

1. Test Administration

- A 9-week test will be given in every class at the end of each 9-week period (two tests per semester).
- Tests will be authentic and comprehensive, based on material covered during the grading period.
- The principal will set the official test schedule.
- Students are required to take their tests as scheduled.
- Early testing is not allowed unless there is a verified emergency and approval is given by both the teacher and principal.
- Students who are absent on testing day must take the test immediately upon their return, unless prior arrangements have been approved.
- Without prior approval, students taking the test late may receive no higher than 80% of their earned score.

2. Test Weight

- Each 9-weeks test will count as 10% of the overall grade for that grading period.
- Tests are mandatory and not optional, unless you qualify for an exemption.

3. Exemption Eligibility

Students may be exempt from a 9-week test during a semester based on the following criteria, applied per class: Absences start over every 9 weeks.

Final Grade	Max Absences
A	3
B	2
C	0

* **Absences include EXCUSED and UNEXCUSED absences.** School-related absences (e.g., athletic events, FFA, academic competitions) do not count against exemption eligibility.



***If a parent meets or email the teacher during Parent Teacher Conferences the student can use that contact to take off 1 absence.**

4. Optional Testing for Exempt Students

- Students who qualify for an exemption may still choose to take a test to try and raise their grade.

HONOR ROLL

Middle School honor roll will be posted at the end of each nine weeks. High School will be posted at the end of the semester. The Superintendent's Honor Roll will consist of students making all A's. The Principal's Honor Roll will consist of students making A's and B's.

STUDENT CLASSIFICATION

A student must complete a minimum of 6 credits per year to be considered on track for graduation.

- To be considered a Sophomore...a student must have completed a minimum of 6 credits.
- To be considered a Junior...a student must have completed a minimum of 12 credits.
- To be considered a Senior...a student must have completed a minimum of 18 credits.

PIONEER TECHNOLOGY CENTER

Juniors and seniors may choose to attend a vocational/career oriented program for one-half of their school day. Classes count for high school credit and may in some cases also count for college credit. See your guidance counselor for program options.

CARE OF PROPERTY

Individuals shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or rented by the District or by District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law. All individuals are subject to provisions of state law.

Disciplinary action shall depend upon a careful assessment of all circumstances, including the nature and severity of the offense.

TEXTBOOKS

All basic textbooks are on loan to students for their use during the school year. Students will be required to pay for lost or damaged books. Any student failing to return books issued by the school shall lose the right to have free textbooks assigned until the book is returned in good condition or paid for by the parent or guardian. Students shall be given textbooks for use at school during the school day.



LOCKERS

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. The students will have full responsibility for the security of the lockers and will make certain they are locked. Searches of lockers may be conducted at any time there is a reasonable cause to do so whether or not the student is present.

FINES AND FEES

It is the goal of the Woodland Board of Education to provide a free, appropriate, public education to all the children of the district. However, there are certain areas in which the payment of fees, fines or charges may be required. Students who owe fees and/or fines will risk the privilege of having textbooks, transcripts, etc. withheld until they have been paid.

IEP FILES

After five years, public school districts may notify a former student, or parent of an IEP student to allow them to pick up the file. If neither party chooses to pick up the file, the file will be destroyed.

CELL PHONES / ELECTRONIC/WIRELESS TELECOMMUNICATION DEVICES:

OSSBA POLICY SERVICES FNG - Personal Electronic Devices

PERSONAL ELECTRONIC DEVICES

It is the policy of the Woodland Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students. Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or

Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or

Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or



Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition. Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

REFERENCE: 70 O.S. §1-126
70 O.S. §24-101.1, et seq.
70 O.S. §24-102

THIS POLICY REQUIRED BY LAW.

APPROVED: June 11, 2025

WIRELESS TELECOMMUNICATION DEVICE POLICY **(Cell phone Policy)**

Phone (here and after) refers to cell phones, smartphones, smartwatches, earbuds, or any electronic wireless telecommunication device.

MIDDLE and HIGH SCHOOL DAILY PROCESS (Grades 6th 12th)

As students **Arrive at School**, they will:

1. Turn their phone, smartwatch, and any listening devices (i.e. earbuds) off.
2. Place their phone &/or electronic devices(s) inside their assigned cell phone cabinet which will be kept locked and stored in a secure location.
3. After the final bell of the day students will be responsible to pick up their cell phone from the locked cabinet.

MIDDLE and HIGH SCHOOL VIOLATIONS



If a student is reported by any school employee to be on their phone &/or have an electronic device(s) in their possession, consequences will be as follows per semester:

1st Offense: Administration will collect the phone &/or electronic device(s). The device(s) will be locked in the office and the parent will pick it up at the end of the day. Administration will have a conference with the parent and student. This is a warning.

2nd Offense: Administration will collect the phone &/or electronic device (s). The device(s) will be locked in the office and the parent will pick it up at the end of the day. Administration will have a conference with the parent and student. The student will be placed in In-School Detention for one day.

3rd Offense: Administration will collect the phone &/or electronic device(s). The device(s) will be locked in the office and the parent will pick it up at the end of the day. Administration will have a conference with the parent and student. The student will be placed in In-School Suspension for one day. During In School Suspension the student is not allowed to participate in any extracurricular activities or attend any school sponsored events.

4th Offense and There After: Administration will collect the phone &/or electronic device(s). The device(s) will be locked in the office and the parent will pick it up at the end of the day. Administration will have a conference with the parent and student. The student will be placed in Out of School Suspension for three (3) days. During Out of School Suspension the student will be sent home and is not allowed to participate in any extracurricular activities or attend any school sponsored events.

- * If the phone is not picked up by the parent/guardian, it will be kept in a secured location overnight and can be picked up the following day.
- * Suspension will begin the following day of the incident.
- * If out of school days fall inside of a multi-day suspension, the student will not be allowed to participate during the out of school days.

WEAPONS

Any student found to be in possession of a dangerous weapon, including guns, knives, box openers, or any item used as a weapon, or facsimiles of such (cap, toy, water guns, paintball guns, etc) while at school, during school time, or at school activities, may be suspended for a period not to exceed the current school semester and the succeeding semester. The penalty for bringing a dangerous weapon on school property may include up to a suspension from school for the current and a succeeding semester. Any such suspension may be appealed to the Board of Education.

LUNCH

Breakfast and lunch are free.

All food shall be eaten in the cafeteria. Students are provided milk with their school meals. Classrooms and hallways are off limits unless permission is given by a staff member.

FOOD AND DRINK

Students are permitted to purchase vending items from machines at the school. Purchases must be made at



times that do not result in students being late for class. Food and drinks are not allowed in classrooms.

CLOSED CAMPUS

Middle School students must stay on school grounds from the time they arrive until dismissed in the afternoon. No student, regardless of age, may leave school for any purpose without his/her parent signing him/her out from the office. High school students with a signed permission on file with the HS office by their parent/guardian, may be allowed to leave during the lunch period, pending Principal approval.

Students are expected to remain in the buildings or in approved outdoor areas of the campus. Students may not loiter in the parking lots or parking areas surrounding the campus.

BICYCLES

Bicycles ridden to school by students should be in good condition and meet all safety requirements. Riders should know and observe all traffic laws. Bicycles are to be parked upon arrival at school and must remain parked until school is dismissed for the day.

STUDENT VEHICLE USE AND PARKING

The Woodland Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicles only in the parking lot designated for student parking. Students will not park vehicles in the parking lot(s) designated for staff and visitors.

FLOWER AND BALLOON DELIVER

Deliveries are to be made to the administration office so that the student can be given flowers, balloons, etc., at a time when it is deemed appropriate by the building principal. No balloons can be taken on the bus.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. All campuses of the Woodland Public Schools are closed campuses and for the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the Superintendent's office to sign-in and will then be directed to the Principal's office. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WOODLAND HIGH SCHOOL HOMECOMING

Woodland High School shall sponsor two homecoming coronation ceremonies each academic year; one in the fall and one in the spring.

1. Homecoming Events
 - o Football Homecoming will be held during a designated home football game.
 - o Basketball Homecoming will be held during a designated home basketball game.
2. Candidate Participation
 - o Homecoming attendants may participate in *only one* homecoming ceremony in grades 9th-11th.
3. Class Representation



- o One homecoming attendants will be selected from each class: freshman, sophomore, junior, and senior.
 - o In addition, one senior girl will be selected as the *homecoming queen* for each homecoming event.
4. Eligibility Requirements
- o Football Homecoming: All WHS female students are eligible to be nominated as long as they meet general eligibility requirements (e.g., academic and behavioral standards).
 - o Basketball Homecoming: Only girls participating on the WHS basketball team are eligible.
 - If no basketball team member is available for a class, a candidate may be selected from the WHS basketball cheer squad or basketball manager of the boys or girls team.
 - If no basketball player, cheer squad member, or manager is available the class candidate position will remain vacant.
5. Voting Process
- o Football Homecoming: Voting will be conducted by the WHS football team to select attendants and a queen.
 - o Basketball Homecoming: Voting will be conducted by the WHS boys' and girls' basketball teams.
6. Escort Assignments
- o Football Homecoming: Senior football players will escort the candidates during the coronation ceremony. If not, enough senior football players are available escorts will be junior football players, followed by sophomore players, and then freshman players.
 - o Basketball Homecoming: Senior basketball players will escort the candidates during the coronation ceremony. If not, enough senior basketball players are available escorts will be junior basketball players, followed by sophomore players, and then freshman players.



INTERNET AND OTHER COMPUTER NETWORKS **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Woodland Public School District is pleased to make available to students and staff 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 ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person'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, s/he must have his/her parent or guardian 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 parent or guardian.

Listed below are the provisions of the 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/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 s/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 networks 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, do not 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. Avoid 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/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/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, s/he should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should 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.

PRIVACY

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 use 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/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/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 s/he permits another to use his/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/her parents or guardian) 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 their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student 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/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.

Updates for 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], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE: Policy DOBC,
Disciplinary Procedures, Certified Employees



THIS POLICY REQUIRED BY LAW.

INTERNET FILTERING (REGULATION)

THIS POLICY REQUIRED BY LAW.

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be "net-smart;"
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements;"
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Supervising appropriately, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools. Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) review a pre-selected list of approved sites.

CRITERIA FOR FILTERING OF OBJECTIONABLE SITES

Anything that falls under at least one of the following categories shall be blocked. This list may be updated/modified as required.

- Nudity/Pornography
- Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g., lingerie models)
- Sites that contain pornography or links to pornographic sites
- Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models
- Sexuality Sites that contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites that contain inappropriate personal ads



- Violence
- Sites that promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime-scene images
- Crime
- Information on performing criminal acts (e.g., drug or bomb making, computer "hacking")
- Illegal file archives (e.g., software piracy)
- Drug Use
- Sites that promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- Exceptions: Material with valid educational use (e.g., drug-use statistics)
- Tastelessness
- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- Exception: Graphic medical images within a medical context
- Language/Profanity
- Passages/words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Sexually or racially tinged language

NOTE: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

- Discrimination/Intolerance
- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites that promote intolerance, hate, or discrimination
- Interactive Mail/Chat
- Sites that contain or allow inappropriate e-mail correspondence
- Sites that contain or allow inappropriate chat areas
- Inappropriate Banner Ads
- Advertisements containing inappropriate images
- Gambling
- Sites that allow or promote online gambling
- Weapons
- Sites that promote illegal weapons
- Sites that promote the use of illegal weapons
- Other Inappropriate Material
- Body modification: tattooing, branding, cutting, etc.
- Judgment Calls Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

PROCEDURE FOR SUGGESTING SITES TO BE BLOCKED:



If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

REFERENCE: Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g), parent and student privacy and other rights with respect to education records, as amended 11/21/96. Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.

DRESS AND GROOMING CODE FOR STUDENTS

Research has indicated that student's behavior is influenced by pupil dress and grooming. Students should be dressed in a manner which is clean and neat and will not be a health or safety hazard to themselves or others. Hair should be kept neat and clean. It also should be groomed so as not to interfere with a student's vision. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted and is at the discretion of the building principal or designated administrator.

All students are prohibited from the following:

- Cutoffs, tank tops, cleats, sunglasses, and shirts with sleeves cut out or sides cut out
- Shirts or blouses that do not overlap their skirts or trousers or cover the chest or back
- Shorts, skirts, and dresses shorter than fingertip length, when arms are placed at sides
- Spandex shorts, unless they are fingertip length or longer and another pair of shorts are worn over them
- Pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene or advertise or depict tobacco products, alcoholic beverages, drugs, or any other illegal substance
- Headwear is not to be worn in the building, unless it is a predetermined "hat" day. This includes, but is not limited to, hats, caps, bandanas, earmuffs, hair picks, sweat bands, and durags.

STUDENT CONDUCT AT SCHOOL SPONSORED EVENTS

At different times throughout the school year, you may exercise the privilege of attending athletic events and programs sponsored by the high school and middle school. There are responsibilities that go with this privilege. Be respectful of the coaches, players and officials at all times. Respect should also be shown during the playing of the participating schools' songs and the Pledge of Allegiance. While attending any game or event, your best sportsmanship, courtesy and proper dress should be shown. While attending these programs, you should remain in your seat and not be in and out of them. Half-time, time-outs, and intermissions are the time to go to the concession stand and rest room. If students cannot properly respect these privileges, the privilege may be withdrawn. ***PLEASE REMEMBER WHILE ATTENDING WOODLAND EVENTS YOU MUST FOLLOW SCHOOL POLICIES.***

STUDENT DISCIPLINE



The Woodland 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.

Classroom Student Discipline Plan- Woodland Middle School & High School

Offense	Consequence	Parent Communication
1st Offense	1 Lunch Detention	No parent contact required
2nd Offense	1 Lunch Detention	Referring teacher will email parent.
3rd Offense	1 Lunch Detention	Referring teacher will email parent.
4th Offense	1 Before/After School Detention	Referring teacher will email parent.
5th Offense	1 Before/After School Detention	Referring teacher will email parent.
6th Offense	1 In-School Suspension (ISS)	Principal will contact the parent by phone or email.
7th Offense	1 In-School Suspension (ISS)	Principal will contact the parent by phone or email.
8th Offense	1 Saturday School	Principal will contact the parent by phone or email.
9th Offense	2 Saturday School	Principal will contact the parent by phone or email.
10th Offense	3 Out-of-School	Principal will contact parent by phone or email.

Notes:

- Consequences will be served on pre-determined days. Lunch detention and suspension (ISS and OSS) will be served the following school day.
- If a suspension extends through a weekend, the student is not permitted to participate in any school-related activities during that time.
- Continued violations of rules may result in more serious consequences
- The principal and/or school counselor may intervene at any point if behavior warrants immediate action.



- Severe, serious, or unsafe behavior may result in skipping steps in the plan and moving directly to more serious consequences.
- All interventions aim to support positive behavior and academic success.

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

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

LUNCH DETENTION:

Detention will be held at lunch/recess. Minor infractions, along with unexcused absences and tardies will result in the student being assigned to detention or ISD. Zero tolerance for failure to attend assigned detention. Students will have 1 day of school to complete each day of assigned detention. Missed detention will result in additional detention or ISD.

IN-SCHOOL DETENTION (ISD):

This form of discipline is utilized in an attempt to keep students in school who otherwise might be suspended from school. Assigned students must bring work from every class. These students will be prohibited from interacting with other students that are on school grounds. Discipline issues while in ISD will result in ISD days added or Out of School Suspension (OSS) for a period of time as determined by the principal.



IN-SCHOOL SUSPENSION (ISS):

In-school suspension will be served in school. When a student's behavior results in an in-school suspension (ISS) by the principal, the student forfeits the privilege of participating in and attending school extracurricular activities. Failure to abide by the terms of ISS/ISD will result in out of school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS):

When a student's behavior results in an out-of-school suspension (OSS) by the principal, the student forfeits the privilege of participating in and attending school extracurricular activities. While under suspension the student will be supervised by a parent/guardian. As long as the parent/guardian will pick up and return school work, teachers will provide assignments. Failure to abide by the terms of the suspension may result in zero credit for course work missed. Students suspended out-of-school for ten days or less may appeal the suspension to the Superintendent/appeals committee. Suspensions for more than ten days may appeal to the Superintendent/Board of Education. In both cases, the request for appeal must be made within five calendar days after the principal's decision for suspension.

SUSPENSION

While under suspension students are not allowed to attend any school sponsored events, nor are they allowed to ride the bus to or from school. The student will need to continue their education remotely by contacting each teacher through email. Teacher emails are located on the school website. Parents/students are responsible for picking up assignments and materials. Assignments must be completed and returned to the teachers the first day the student returns to school, unless otherwise specified by the teacher. Missing assignments will receive zero credit. If a student needs a chrome book while under suspension, please notify the school and one will be provided. It is the students' responsibility to communicate with teachers and keep up with their work.

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out of school suspension.

1. Arson
2. Bullying
3. Cheating, including plagiarism
4. Conduct that threatens or jeopardizes the safety of others
5. Cutting class, sleeping in class, or refusing to work in class
6. Disruption of the educational process or operation of the school
7. Extortion
8. Failure to attend assigned detention, alternative school or other disciplinary assignments without approval.
9. False reports or false phone calls
10. Fighting
11. Forgery
12. Gambling
13. Inappropriate attire
14. Inappropriate public behavior, including the use of obscene gestures, indecent exposure
15. Outside food or drinks in the halls, classrooms, or gym floor area
16. Throwing of snowballs around the school



17. Obscene language or possession of obscene materials
18. Possession of a caustic substance
19. Use of, without prior authorization, of a wireless electronic device (i.e. cell phones, MP3 players, I pods, etc.)
20. Possession, threat or use of a dangerous weapon, knives, guns, toy guns and related instrumentalities (i.e. bullets, shells, gun powder, pellets, etc.)
21. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution of, or being under the influence of alcoholic beverages, and/or controlled substances
22. Possession of illegal and/or drug-related paraphernalia, including vapes
23. Theft; use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
24. Truancy
25. Use or possession of tobacco in any form (vapes)
26. Using racial, religious, ethnic, sexual, gender, or disability-related epithets
27. Vandalism, including willful damage to school property, such as carving on desks
28. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
29. Willful disobedience of a directive of any school official
30. Harassment and or Sexual Harassment

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school may also result in disciplinary action, which may include in-school placement options or out of school suspension.

BUS RIDING GUIDELINES

Students are under Woodland School policy when they are on school transportation. Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined. Bus riding is a privilege not a right. The bus driver is authorized to assign seats. Buses are provided to convey students to and from school. In order to promote a safe and pleasant method of transporting students, it is necessary that certain rules of conduct be followed.

The following rules will apply to student conduct on school transportation:

1. Follow the driver's instructions at all times.
2. Board and leave the bus in an orderly manner at your designated bus stop.
3. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
4. Observe same conduct as in the classroom.
5. Remain in your seat.
6. Be courteous.
7. Keep books, feet, and other objects out of the aisle.
8. Keep hands and other objects to yourself. No hitting, punching, biting, etc.
9. Eating or drinking is not allowed.
10. Littering or throwing objects out the window is not permitted.



11. Do not deface the bus and/or its equipment. Keep the bus clean.
12. Do not be destructive.
13. The possession of any form of tobacco, alcohol or drugs is prohibited.

Should the rules be broken, the following consequences will be invoked: ***The parent shall be notified of the offense, the conference, or other disciplinary action.***

1. First Bus Report - The student shall have a conference with the principal, or designee. Other disciplinary action may be taken.
2. Second Bus Report - The student may be removed from the bus for up to five (5) days.
3. Third Bus Report - The student may be removed from the bus for up to ten (10) days.
4. Fourth Bus Report - The student may be removed for the remainder of the semester. After returning to the bus in the second semester, if the student receives another bus report, s/he may be removed from the bus for the remainder of the school year; in each instance the parents shall be notified.
 - In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time. The student may also receive other disciplinary action.
 - Flagrant misbehavior could result in immediate removal from the bus. Restitution for any damages incurred must be made before returning to the bus.
 - Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

DRUG/ ALCOHOL USE OR POSSESSION:

Any student caught using drugs, under the influence of drugs, or having drugs in his/her possession during school time or at school events will be suspended from school up to eighteen (18) consecutive weeks on the first offense and up to thirty-six (36) consecutive weeks on the second offense. Students will be dropped from all extracurricular activities for the remainder of the school year or the length of the suspension, whichever is the longer period of time. Senate Bill 720 also allows schools the right to refuse to enroll a suspended student from another district. All prescription drugs, medications, etc. must be kept in the office and distributed by school personnel.

VAPING/SMOKING/TOBACCO POLICY:

Smoking and the use of tobacco or vapor products in any form is prohibited on district property by all persons. This prohibition includes school buildings, grounds, parking lots, personal vehicles and school-owned vehicles, and at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events. Possession of tobacco or vapor products by students on school property is prohibited. If students are found to be carrying tobacco or vapor product and /or paraphernalia it will be confiscated. This policy applies to employees of the District, students, visitors and any other person present on District property. This policy also applies to all District facilities including stadiums. This policy is in effect 24 hours per day, 7 days per week.



First violation: will result in 3 days out-of-school suspension and a 5 days suspension from activity attendance and/or participation.

Second violation: will result in 5 days out-of-school suspension and a 10 day suspension from activity attendance and/or participation.

Third Violation: 8 days out-of-school suspension and a 9 week suspension from activity attendance and/or participation, and a **citation from Fairfax PD**. This citation may include, but is not limited to the following fines or penalties:

Court Costs, fines, community service

STUDENT SEARCHES

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property is reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

70 O.S. Section 24-102 (First Paragraph of statute).

PARENTS' BILL OF RIGHTS

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

25 O.S. Section 2001

WOODLAND PUBLIC SCHOOL DISTRICT EXTRACURRICULAR STUDENT POLICY ON TESTING FOR ALCOHOL AND ILLEGAL OR PERFORMANCE ENHANCING DRUGS

The Board of Education, in an effort to protect the health and safety of its students from the possession or use of alcohol and illegal or performance enhancing drugs, thereby setting a positive example for all other students of the School District, adopts the following "Extracurricular Student Policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs."

Extracurricular activities include the following:

Academic Team
Cheerleading
Class Officers
Student Council
FCCLA
Pioneer Technology Center

All Athletic Teams
FFA
Queens/Attendants/Escorts
Jr/Sr Prom and Class Trips
National Honor Society
Quiz Bowl



STATEMENT OF PURPOSE AND INTENT

1. It is the desire of the Board of Education, administration, and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities. This Policy is intended to supplement and complement all other policies, rules and regulations of the Woodland School District regarding possession or use of alcohol and illegal or performance enhancing drugs.
2. Participation in school-sponsored extracurricular activities of the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, extracurricular students carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.
3. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate extracurricular students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students with possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the Woodland School District for an extracurricular environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any extracurricular student found to be in violation of this Policy to participate in extracurricular activities. There will be no academic sanction solely for a violation of this policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.

DEFINITIONS

1. "Extracurricular Student" means a 7th – 12th grade member of a Woodland School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum and in which students represent the School District in competitions sanctioned by the Oklahoma Secondary School Activities Association or other statewide organization.
2. "Coach or sponsor" means any person hired by the School District to coach athletic teams of the School District or to act as a sponsor or coach of an extracurricular program of the School District.
3. "Athletics" and "athletic activity" means participation by a student on any athletic team or cheerleader team sponsored by the School District.
4. "In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all extracurricular students and athletes.



5. "School District" means Independent School District No. 090 of Osage County, Oklahoma, also known as the Woodland School District.
6. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
7. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.
8. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
9. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath, saliva, or hair.
10. "Random selection basis" means a mechanism for selecting students for drug and/or alcohol use testing that:
 - a. results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
 - b. does not give the School District discretion to waive the selection of any extracurricular student selected under the mechanism.
11. "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
12. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an extracurricular student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

PARTICIPATION AND PROCEDURES

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the extracurricular students of the School District, the School District has adopted this Policy for use by all participating extracurricular students at the 7th – 12th grade level. Any extracurricular student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.



2. Each extracurricular student shall be provided with a copy of this Policy and the “Extracurricular Student Alcohol and Illegal or Performance Enhancing Drugs Consent form” (the “Consent form”) which shall be read, signed and dated by the extracurricular student, parent or custodial guardian, and a coach or sponsor before such extracurricular student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Consent form.
3. The principal, athletic director and applicable coach/sponsor shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by an extracurricular student has been reported. If a violation of the Policy is determined to have occurred, the principal will contact the student, the head coach/sponsor, the superintendent and the parent or custodial guardian of the extracurricular student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.
4. All extracurricular students may be required to provide a urine and/or hair sample and/or saliva swab for testing for illegal drugs as part of their annual physical examination and/or prior to the start of the season for each sport in which a student participates.
5. Drug and/or alcohol use testing for extracurricular students will also be chosen on a random selection basis from a list of all extracurricular students. The School District will determine a monthly number of student names to be drawn at random to provide a urine and/or hair sample and/or saliva swab for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.
6. In addition to the drug and alcohol use tests required by paragraphs 4 and 5, any extracurricular student may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.
7. The School District may set a fee charge to be collected from each student when the Consent form is signed and returned to the coach or sponsor at the beginning of a season.
8. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.
9. All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal shall designate a coach/sponsor or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a



second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications s/he has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

10. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. A specimen shall not be reported positive unless the second test procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The second test will use the gas chromatography/mass spectroscopy technique.
11. If the alcohol or drug use test for any student has a positive result, the laboratory will contact the principal with the results. The principal will contact the extracurricular student, the head coach/sponsor, the superintendent and the parent or custodial guardian of the student and schedule a conference. At the conference, the principal will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the principal will arrange for another test at the same laboratory or at another laboratory agreeable to the principal. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.
12. If the extracurricular student asserts that the positive test results are caused by something other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal. The School District will rely on the opinion of the original laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of alcohol or an illegal or a performance enhancing drug.
13. An extracurricular student who has been determined by the principal to be in violation of this Policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.
14. Before an extracurricular student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity after a first or second offense, such student will be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.
15. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.



VIOLATION

1. Any extracurricular student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities.
2. **For the First Offense:** Principal or designee will schedule a meeting that includes the student and the student's parent(s) or guardian, coach or sponsor, and superintendent. The student will be subject to a random test within the next 30 days and monthly for 90 days. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test.
3. **For the Second Offense (in the same school year):** Complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for 30 calendar days and until a clean test is provided will be applied. Offenses shall not accumulate from school year to school year.
4. **Third Offense (in the same school year):** Suspension from participating in all extracurricular activities for the remainder of the school year.

REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST

If, after signing the Consent form, an extracurricular student refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition until they submit to a drug test.

Parents of students not involved in extracurricular activities may choose to enroll their child in this program by reading the policy, filling out the consent form and returning it to their child's principal.

MEDICINE

A student who takes a prescription or nonprescription medicine during the school day must bring a written request from his/her parent/guardian and the medicine in its properly labeled bottle. Prescription and/or nonprescription drugs will be turned into the office. An authorized representative will dispense the drugs upon prior arrangement with the parent/guardian. Staff members, with the exception of the principal, and school secretary, will not be allowed to dispense or allow students to take any medication whether prescribed or over-the-counter. Prescription and/or nonprescription drugs will not be dispensed to students if said medicine is



not in the original and/or prescription vial with the instructions for dispensing. **Parents are asked to provide the office with an epipen for students who have one prescribed.**

A student who must take prescription/or non-prescription medicine during the school day must meet the following criteria:

Prescription Medicine (prescribed by the child's physician)

- 1. The medicine must be in the original container, labeled with the child’s name.
- 2. A form from the physician, telling the name of the medicine, the dosage, etc. must be provided.
- 3. Specific directions as to the time of day the medicine is to be administered must be provided.

Non-prescription Medicine (Tylenol, Ibuprofen & cough drops are available in the high school office.)

- 1. Medicine may be provided by parent.
 - a. Medicine must be in the original container with the name of the medicine visible.
 - b. The container must have the child's name on it.
- 2. Parents must sign a form giving the school permission to give the medicine.

For the safety of the students and the legal requirements, the staff will adhere to the above policy.

ILLNESS DURING A SCHOOL DAY

Students who become ill during the school day should, with the teacher's permission, report to the main office. Students who are ill and can not stay in the school setting will have his/her parents notified to come and get the student. Students with fever or who are vomiting will not be allowed to remain on campus. If the parent can not be reached, the student will be restricted to an appropriate area on the campus.

The following revisions to the School Board Policy FFAD (exhibit) were adopted by the Woodland Public Schools which concerns Health Requirements and Services: Communicable Diseases.

<u>Condition:</u> Febrile (fever)	<u>Exclude:</u> Yes, for temperature greater than 100 degrees	<u>Readmit:</u> Fever-free for 24 hours
<u>Condition:</u> Vomiting	<u>Exclude:</u> Yes	<u>Readmit:</u> Symptom free for 24 hours
<u>Condition:</u> Diarrhea	<u>Exclude:</u> Yes	<u>Readmit:</u> Symptom free for 24 hours
<u>Condition:</u> Head Lice (Pediculosis)	<u>Exclude:</u> Yes	<u>Readmit:</u> When one medicated shampoo or lotion has been given and “no visible nits” are present

Condition:

Pink Eye
(Conjunctivitis)

Exclude:

Yes

Readmit:

With doctor's written statement

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency card form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary.

COMMUNICABLE DISEASE

Parents of students with a communicable or contagious disease are asked to telephone the school, so parents of the students who have been exposed to the disease can be alerted. A student who has a communicable disease is not allowed to attend school while the disease is contagious.

HEALTH RELATED ISSUES

A diabetes management and treatment plan must be developed and implemented for each student with diabetes who will seek care for the student's diabetes while at school or while participating in a school activity.

The plan shall be developed by:

- the student's parent or guardian
- the physician responsible for the student's diabetes treatment

BACTERIAL MENINGITIS

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- *Neisseria meningitidis*-meningococcal meningitis; there are 5 subtypes that cause serious illness-A, B, C, Y, W-135

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting



- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ ***does not*** cause meningitis in most people. Instead, most people become ***carriers*** of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups of college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information - Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health



department or Regional Oklahoma Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web site for the Centers for Disease Control and Prevention: www.cdc.gov

CHILD ABUSE AND NEGLECT REPORTING POLICY

(a) **Reporting abuse or neglect of a child under 18 years of age.** Persons having reason to believe that a child under 18 years of age is a victim of abuse or neglect are required per [Section 1-2-101 of Title 10A](#) of the Oklahoma Statutes (10A O.S. § 1-2-101) to promptly report it to the Oklahoma Department of Human Services (DHS) Abuse and Neglect Hotline (Hotline) at 1-800-522-3511. Any allegation of abuse or neglect reported in any manner to a DHS county office is immediately referred to the Hotline, per Section [10A O.S. § 1-2-101](#).

(b) **Reporting abuse, neglect, verbal abuse, or exploitation of a vulnerable adult.** Any person having reasonable cause to believe that a vulnerable adult is a victim of abuse, neglect, verbal abuse, or exploitation reports to DHS or the municipal police department or sheriff's office in the county where the suspected abuse, neglect, verbal abuse, or exploitation occurred as soon as the person is aware of the situation. The reporting requirement applies to providers, per Oklahoma Administrative Code ([OAC](#)) [340:2-3-2](#) and the provider's employees and agents.

(c) **Reporting caretaker misconduct regarding a child.** When the DHS Specialized Placement Unit Child Care Licensing office, the Office of Juvenile Affairs, or another source determines a:

- (1) pattern of misconduct exists by a facility or person responsible for the child of interest (PRFCI); or
- (2) facility administration fails to take appropriate corrective action in response to an investigation or written plan of compliance, a report should be made to the Hotline.

(d) **Reporting caretaker misconduct regarding a vulnerable adult.** Persons who have reason to believe caretaker misconduct, per [OAC 340:2-3-2](#), has occurred with regard to a vulnerable adult residing at the Robert M. Greer Center (Greer), promptly reports the allegation to the Office of Client Advocacy (OCA).

(e) **Reporting a vulnerable adult's death, serious physical injury, or sexual assault.** In addition to the mandatory reporting requirements per [OAC:340:2-3-33\(b\)](#) the events listed in (1) through (7) of this subsection are reported to OCA intake when a vulnerable adult's caretaker is alleged to be involved in the vulnerable adult's:

- (1) violent death, whether apparently homicidal, suicidal, or accidental; • [1](#)
- (2) death under suspicious, unusual, or unnatural circumstances;
- (3) death when the vulnerable adult is a resident Greer;
- (4) death when the vulnerable adult is a Hisson class member;
- (5) serious physical injury, per [OAC 340:2-3-2](#);
- (6) physical injury when the injury is:
 - (A) unexplained; and
 - (B) suspicious; or
- (7) rape, sodomy, or other sexual activity prohibited by state law.

(f) **Interference, retaliation, or discrimination related to the reporting obligations required by the Oklahoma Children's Code and the Protective Services for Vulnerable Adults Act prohibited.**

- (1) Per [10A O.S. § 1-2-101](#), the reporting obligations under the Oklahoma Children's Code are individual and no employer, supervisor, or administrator interferes with the reporting obligations of any employee or other person or in any manner discriminates or retaliates against the employee or other person who in good faith reports suspected child abuse or neglect, or who provides testimony in any proceeding involving child abuse or neglect. Any employer, supervisor, or administrator who discharges, discriminates, or retaliates against the employee or other person is liable for damages, costs, and attorney fees.
- (2) Per [43A O.S. § 10-104](#), no employer terminates the employment, prevents or impairs the practice, or occupation of, or imposes any other sanction on any employee solely for the reason the employee made or



caused to be made a report or cooperated with an investigation pursuant to the Protective Services for Vulnerable Adults Act.

(g) Immunity from liability for good faith report of abuse, neglect, or exploitation of a child or vulnerable adult. Per [10A O.S. § 1-2-104](#), the Oklahoma Children's Code and [43A O.S. § 10-104](#), the Oklahoma Protective Services for Vulnerable Adults Act, any person exercising good faith and due care in making a report of alleged abuse, neglect, or exploitation has immunity from any civil or criminal liability the person might otherwise incur. The person has the same immunity with respect to participation in any judicial proceeding resulting from the report.

(h) Failure to report abuse, neglect, or exploitation of a child or vulnerable adult. Any person who knowingly and willfully fails to promptly report abuse, neglect, or exploitation as required per [10A O.S. § 1-2-101](#) and [43A O.S. § 10-104](#) may be subject to administrative action or criminal sanctions upon conviction. In addition, failure to report by a DHS employee may result in disciplinary action.

(i) False report of abuse, neglect, or exploitation of a child or vulnerable adult.

- (1) Per [10A O.S. § 1-2-101](#), any person who knowingly and willfully makes a false report regarding alleged maltreatment of a child, or a report the person knows lacks factual foundation, may be reported by DHS to local law enforcement for criminal investigation, and upon conviction, is guilty of a misdemeanor.
- (2) Per [43A O.S. § 10-104](#), any person who willfully or recklessly makes a false report of abuse, neglect, or exploitation of a vulnerable adult may be liable in a civil action for actual damages and for punitive damages set by the court or jury regarding the reported party.

(j) Method of reporting.

- (1) Each report alleging abuse or neglect of a child is screened by the DHS Hotline in compliance with Child Welfare Services policies and procedures. Each accepted report of a child within Office of Client Advocacy (OCA) investigative authority and scope is assigned to OCA for possible investigation. Reports may be phoned to the Hotline at 1-800-522-3511, faxed to 405-936-0922, emailed to STO.Hotline.Referral@OKDHS.org, or mailed to Child Abuse and Neglect Hotline, DHS, PO Box 25352, Oklahoma City, Oklahoma 73125-0352.
- (2) Reports of abuse, neglect, or exploitation of a Hisson class member, resident of Greer, or other vulnerable adults receiving Developmental Disabilities Services (DDS) services are reported to OCA except for weekends and after business hours when the reports are made to the Hotline at 1-800-522-3511. Reports to OCA may be phoned to 1-800-522-8014 or 405-522-2720, faxed to 405-522-2680, or emailed to oca.intake@okdhs.org.
- (3) Reports of abuse, neglect, verbal abuse, financial neglect, or exploitation of a vulnerable adult receiving services from a Medicaid personal care services provider are reported to the Adult Protective Services office, except for weekends and after business hours when the reports are made to the Hotline at 1-800-522-3511.
- (4) Reports of allegations may be submitted by completing Form 15GN001E, Office of Client Advocacy-Intake Referral, and sent to the applicable intake unit.

(k) Confidentiality of reporting party's identity. The identity of the person who reports abuse or neglect of a child per [10A O.S. § 1-6-102\(H\)\(7\)](#), or abuse, neglect, or exploitation of a vulnerable adult per [43A O.S. § 10-105.1\(C\)\(2\)](#), is kept confidential and is not disclosed. DHS accepts anonymous reports of abuse, neglect, or exploitation of a child or vulnerable adult.

(l) Staff training regarding reporting obligations. Each administrator ensures the employee receives relevant training regarding the employee's responsibility to report a child or vulnerable adult's alleged abuse, neglect, or exploitation. Except for employees of a DDS provider, the employee receives the training within 30 calendar days of the employee's initial employment and receives subsequent annual training. DDS provider employee training is as specified per [OAC 340:100-3-38](#) et seq.

EMERGENCY SCHOOL CLOSING INFORMATION



During severe and inclement weather, the announcement that school will be canceled will be made via SchoolMessenger System. School will be in session at the regular time unless otherwise announced. Announcements will be made over the Woodland Public SchoolMessenger System. Please make sure that you have a working phone number registered with the school.

DRILLS: FIRE AND TORNADO AND LOCKDOWN

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

FIRE DRILL

Fire Drill: Continual Siren - Exit the building in an orderly manner

Return: 1 long bell - Return back to room

TORNADO DRILL

Tornado Drill: 3 bells - Duck and cover in assigned area

All Clear: 2 bells - Return to classroom

If severe weather occurs and the students are in their designated “safe area” NO student will be allowed to leave until the storm passes. The school will be considered as in lockdown.

LOCKDOWN

Lockdown Drill: Announced over intercom

Lockdown Drills

In these drills, no one leaves the building. These drills are designed to either keep people from entering the building or secure the students in their classes because someone has entered the building that should not be there. As there are two types of drills, each needs to be explained.

- Lockdown: (Code Yellow)

A threat occurs outside and we wish to seal the building until the situation is taken care of safely. Students and staff members hear an announcement from the principal’s office stating that there is a level 1 lockdown. Teachers need to keep students away from the windows and out of sight from the outside threat. Teachers take their room key and go to the classroom door. Teachers open the door and look in the hall, asking students who are in the hallway to enter their room. Teachers then lock the door, and email the principal’s office the names of students who are missing from their class at that time OR students who have entered their classroom because they were in the halls. Substitute teachers are called on the intercom for attendance. Custodians immediately lock the entrances to the building and all bathrooms, making sure they are empty. Administrators walk the building and remain in constant contact. No one enters or leaves the building until the drill is over.

- Intruder Drill: (Code Red)



A threat occurs inside where someone potentially harmful enters the building. Students and staff members hear an announcement from the principal's office stating that there is a level 2 lockdown. Teachers immediately take their room key, go to the classroom door, open it quickly and sweep any student in the hall into the classroom, and quickly lock the door. At the same time, students move as far from the door as possible. Window shades are left open. Attendance, as above, is emailed to the main office or received via intercom. During this drill, the police then take over, deciding the role of administrators, custodians, and other school personnel. Students remain in their classroom until the danger has passed.

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available on the school website (www.woodland.k12.ok.us).

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. Any student (or the student's parent) who believes that s/he has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy.



In its efforts to promote nondiscrimination, the District makes the following statements: Woodland School District will not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- 1.) One race or sex is inherently superior to another race or sex,
- 2.) An individual, by virtue of their race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- 3.) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- 4.) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- 5.) An individual's moral character is necessarily determined by his or her race or sex,
- 6.) An individual, by virtue of their race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- 7.) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on Account of his or her race or sex, or
- 8.) Meritocracy or traits, such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other classes.

As stated in WPS's policy, for a complaint to be accepted for investigation, it must meet the following criteria:

- A.) be submitted in writing, signed and dated by the complainant;
- B.) identify the dates the alleged discriminatory act occurred;
- C.) explain the alleged violation and how the eight principles have been violated;
- D.) include relevant information that would enable MPS to investigate the violation; and
- E.) identify witnesses the school may interview.

"The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred," according to the policy. Investigations will be completed within 90 days of the complaint. Any individual can file a complaint alleging a violation of any of the eight principles occurred by calling 918-642-3295 or emailing Chad Wilson at cwilson@woodland.k12.ok.us

GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS *(Students, Applicants, and Employees)*

I. Definitions

- A. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, gender or disability.



- B. Student Grievant: A student of Woodland Schools who submits a complaint alleging discrimination based on race, color, national origin, gender or disability.
- C. Title VI, Title IX, Section 504, and ADA Coordinator: The person designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The compliance coordinator is responsible for processing complaints and services as moderator and recorder during hearings.
- D. Respondent: The person alleged to be responsible for the violations alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or these persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. Pre-Filing Procedures

Prior to filing of a written complaint, the student or employee is encouraged to visit with the district's Title VI, Title IX, ADA, or 504 coordinator or any other district administrator, and reasonable effort should be made to resolve the problem or complaint.

III. Filing and Processing Discrimination Complaints

- A. Grievant submits written complaint to compliance coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the Administrative Office at Woodland Schools.
- B. Compliance Coordinator notifies respondent within 10 days and asks respondent to:
 - 1. Confirm or deny facts;
 - 2. Indicate acceptance or rejection of student's, employee's, or applicant's requested action; or
 - 3. Outline alternatives.
- C. Respondent submits answer within 10 days to compliance coordinator.
- D. Within 10 days after receiving respondent's answer, the compliance coordinator refers the written complaint and respondent's answer to the Building Principal or other designee. The compliance coordinator also schedules a hearing with the grievant, the respondent, and the Building Principal or other designee.
- E. Principal, Grievant, Respondent, and Compliance Coordinator conduct the hearing.
- F. Principal issues within 10 days after the hearing a written decision to the student, employee, or applicant, and the compliance coordinator.



- G. If the grievant or respondent is not satisfied with the decision, they must notify the compliance coordinator within 10 days and request a hearing with the superintendent.
- H. Compliance Coordinator schedules, within 10 days of request, a hearing with the grievant, respondent, and superintendent.
- I. Superintendent, Grievant, Respondent, and Compliance Coordinator conduct hearing.
- J. Superintendent issues a decision within 10 days following the hearing.
- K. If the grievant or respondent is not satisfied with the decision, they must notify the compliance coordinator within 10 days and request a hearing with the governing board.
- L. Compliance Coordinator notifies the governing board within 10 days of receiving request. Compliance coordinator schedules hearing with governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.
- M. Governing Board or Hearing Panel established by the board, Grievant, and Compliance Coordinator conducts hearing.
- N. The Governing Board issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- A. Extensions of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from the date that Complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Access to regulations: Woodland Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, age, qualified disability, or veteran status upon request.
- C. 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 file. Complaint records shall be maintained on file for three years after complaint resolution.



HATCH Amendment (Student Survey)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as ~~those of~~ lawyers, physicians, ~~and or~~ ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.



Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - A. College or other postsecondary education recruitment, or military recruitment;
 - B. Book clubs, magazines, and programs providing access to low-cost literary products;
 - C. Curriculum and instructional materials used in schools;
 - D. Tests and assessments;
 - E. Student recognition programs; and
 - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

The term “survey” includes an evaluation.



The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The term “personal information” means individually identifiable information, include a student’s or parent’s name, address, telephone number, or social security number.

The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520

The Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Woodland schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Woodland schools may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Woodland schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- School-authorized Internet web page featuring articles or photographs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA)), as reauthorized by the Every Student Succeeds Act (ESSA) of 201 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name;
- The student's grade level (i.e., first grade, tenth grade, etc.);



- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph

LAW ON PRIVACY RIGHTS

State Law, Section 24-102, Title 70

A pupil in the Woodland School District shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reasons shall be necessary for a search.

STUDENT INSURANCE

Insurance coverage for students is available through a general carrier on a voluntary basis. The school district does not assume responsibility and is not liable for injuries to students.



TEACHER QUALIFICATIONS

Dear Parent:

In accordance with ESEA Section 1111 (h) (6) *PARENTS RIGHT-TO-KNOW*, the Woodland School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher(s) includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which Oklahoma qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The school will notify you if at any time your child has been taught for 4 or more consecutive weeks by a not highly qualified teacher.

If you have questions, please feel free to contact one of us.

Sincerely,
Shelly Schulanberger, Superintendent
Woodland High School 918-642-3295 x 104

Shelly Doshier, WMS Principal
918-642-3295 x 106

Claudette Mashburn, Principal
Woodland Elementary School 918-642-3295 x 107

WOODLAND PUBLIC SCHOOLS ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES



The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public view. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

The Woodland Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

Superintendent of Schools

NOTICE OF NON-DISCRIMINATION

The Woodland Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shelly Shulanberger, Superintendent, 100 N. 6th, Fairfax, OK 74637; Missy Keeler, Administrative Assistant, 100 N. 6th, Fairfax, OK 74637. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

BULLYING

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. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

1. Conference with student
2. Conference with parents
3. Detention
4. In-School Suspension
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 administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. 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 (Cont.)

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

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

The superintendent shall develop procedures providing for:

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

PROHIBITING BULLYING (REGULATION)

The Woodland Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.



3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication; directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative



educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
 - B. Damage another student's property;
 - C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
 - D. 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.
2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING BULLYING, REGULATION (Cont.)

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or



statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Woodland Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Woodland Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Woodland Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.



With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;



4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

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

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy



Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at (*school's website*) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

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

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Electronic communication" means the communication of any written, verbal, ~~or~~ pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.



4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

PROHIBITING BULLYING, INVESTIGATION PROCEDURES (Cont.)

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 8 school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 8 school days of the conclusion of the investigation.

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

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

EXTORTION

Threatening other students or extorting money or property from them is prohibited. Students who are victims are asked and encouraged to report these acts of extortion.

Concurrent Enrollment

Students in the 11th or 12th grade may be eligible to earn concurrent resident college credit up to 27 hours. Concurrent high school students must be eligible to satisfy the high school curricular requirements for college



admissions no later than the spring of their senior year. High school admitted into concurrent enrollment may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 semester credit hours. A high school student may enroll in a maximum of 9 semester credit-hours during a summer session following the end of his/her junior year of high school. To qualify for concurrent enrollment students must meet the following.

Research Universities: A student must meet one of the following	
National ACT	24
Pre-ACT (10th Grade)	24
ACT On-Campus	24 ₁
SAT	1160 ₂
PSAT 10 OR PSAT/NMSQT	1160 ₂
GPA and Class Rank	3.0 (unweighted) and top 33.3 percent

Regional Universities: A student must meet one of the following	
National ACT	20
Pre-ACT (10th Grade)	20
ACT On-Campus	20 ₁
SAT	1030 ₂
PSAT 10 OR PSAT/NMSQT	1030 ₂
GPA and Class Rank	3.0 (unweighted) and top 50 percent



Community Colleges: A student must meet one of the following	
National ACT	19
Pre-ACT (10th Grade)	19
ACT On-Campus	19 ¹
SAT	990 ²
PSAT 10 OR PSAT/NMSQT	990 ²
GPA and Class Rank	3.0 (unweighted)

High school students cannot enroll in zero-level or remedial courses. Students must maintain a college GPA of 2.00 on a 4.00 scale to be eligible for continued concurrent enrollment. Students are responsible for all costs associated with concurrent enrollment. Oklahoma seniors are eligible for the concurrent resident tuition waiver up to 18 credit hours of tuition. The resident tuition waiver does not waive course fees or book costs. Concurrent enrolled classes may be used to meet either academic or elective requirements for high school graduation.

High School Graduation Requirements

Each high school's academic program shall be designed to prepare all students for employment and/or postsecondary education. The secondary academic program shall be designed to provide the teaching and learning of the skills and knowledge in the Oklahoma Academic Standards. All high schools accredited by the State Department of Education shall offer the college preparatory/work ready curriculum required for the students to earn a standard diploma during grades nine (9) through twelve (12). Under 70 O.S. § 11-103.6, state law requires students entering the ninth grade to complete the college preparatory/work ready high school curriculum outlined in the statute. However, In lieu of the requirements of the college preparatory/work ready curriculum, a student may enroll in the core curriculum upon written approval of the parent or legal guardian of the student. For students under the age of eighteen (18) school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the core curriculum unless the student's parent or legal guardian approves the student to enroll in the core curriculum.

College Prep/Work Ready	Core
English 4 Units	English 4 Units
Math 3 Units	Math 3 Units
History 3 Units	History 3 Units
World Language/Computer Technology 2 Units	World Language/Computer Technology 1 unit



Additional Core 1 Unit	No Additional Core Required
Fine Art 1 Unit	Fine Art 1 Unit
Electives 6 Units	Elective 8 Units
Total 23 Units	Total 23 Units

Additional Graduation Requirements include:

- Students must pass the US Naturalization Test
- Take and demonstrate a “satisfactory knowledge level” of each of the 14 Areas of Instruction for personal financial literacy in order to gain their Passport to Financial Literacy
- Receive instruction in cardiopulmonary resuscitation and awareness of the purpose of an automated external defibrillator at least once between ninth grade and graduation from high school. A school administrator may waive the curriculum requirement required by this subsection for an eligible student who has a disability. A student shall not be required to meet the requirement of this subsection if a parent or guardian of the student objects in writing
- Complete the process of an Individual Career Academic Plan (ICAP)
- Take the following assessments • ACT or SAT • Science Assessment • U.S. History •

Classroom Capacity STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting January 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

The district has the capacity to accept the student at the grade level at the school site;



1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by [Section 163.2](#) of Title 37 of the Oklahoma Statutes, or 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, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. “History of absences” means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district’s website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active-duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.



If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

SB 942: Antisemitism Definition

Requires public schools and universities to integrate the definition of antisemitism into their codes of conduct and to integrate antisemitism awareness into their training for staff and students. Schools are also required to treat antisemitism in the same manner as racial discrimination.

“Antisemitism” has the same meaning as provided for by the International Holocaust Remembrance Alliance Working Definition of Antisemitism, including its contemporary examples, as it was adopted on May 26, 2016.

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews.

Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and or their property, toward Jewish community institutions and religious facilities.”

(source: <https://holocaustremembrance.com/resources/working-definition-antisemitism>)

Requires the State Department of Education and the State Regents to designate a Title VI coordinator to monitor antisemitic discrimination and harassment, who will thoroughly investigate all submitted complaints.

If the coordinators determine the public school or university has not sufficiently handled a complaint, they must send them a written notice.

If the coordinators still feel the complaint is unaddressed, they must report their findings to the U.S. Department of Education and the U.S. Department of Justice.

The Title VI coordinators are required to submit an annual report to the legislature about the state of antisemitism in schools.

Effective August 29, 2025

