

WOODALL PUBLIC SCHOOL



Student Handbook 2025-2026

www.woodall.k12.ok.us

We are Woodall...Some wish for it, WE work for it!

Woodall Public Schools
14090 W 835 Road
Tahlequah, OK 74464

Woodall Public Schools Telephone Number: (918) 456-1581
District Website: www.woodall.k12.ok.us

Administration

Ginger Knight, Superintendent
Kim Kocsis, Principal
Jerrod Hood, Director of Operations
Sasha Wyatt, Counselor Liaison
Billy Keys, Athletic Director
Heather Moles, Special Ed Director and 504 Compliance Coordinator
Skye McGlothlin, Child Nutrition Director
Robert Warren, School-Based Family Specialist

Board of Education

Eddie Molloy
Sarah Battenfield
Gary Dotson

This handbook has been prepared to help you and your parents become better acquainted with your school. It is our desire that you use this handbook to live up to the high ideas and standards of Woodall Public School. This handbook will be used as a guideline for students and staff. It is the responsibility of the student and guardians to carefully read all information and policies included in this handbook.

WOODALL PUBLIC SCHOOL

Ginger Knight, Superintendent
Kim Kocsis, Principal

14090 West 835 Road
Tahlequah, Oklahoma 74464

Telephone (918) 456-1581

Fax (918)456-5015

August 2025

Dear Parents and Guardians:

I am looking forward to the upcoming school year. Woodall is an excellent school with a dedicated faculty and staff. It is a privilege daily, to work with teachers that have great expectations and provide engaging instruction for each student, leading our students to think beyond boundaries and achieve above standards. We will do our best to ensure that our students are safe, comfortable, and challenged academically each day. I encourage you to communicate regularly with the classroom teachers that work daily with your child. Together we will support students so they can excel academically and have every opportunity to explore the extra-curricular options available to them.

The purpose of this handbook is to provide you with as much information as possible regarding our policies and procedures. I look forward to continuing to effectively communicate and build relationships with the students and families that make up the Woodall community. Please feel free to contact our office with any questions, comments, or concerns regarding the content of our Student Handbook.

Please take time to discuss the information contained in the Student Handbook with your child. We will do our part, as well, to communicate the expectations to our students.

Sincerely,

Ginger Knight, Superintendent

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Kim Kocsis, Principal

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Tahlequah, Oklahoma 74464

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August 2025

Dear Parents and Guardians:

Welcome back!! I hope that everyone has had a wonderful summer break! I am looking forward to this new school year! We have high expectations for student learning at Woodall. Our vision at Woodall is to educate all students in an environment where students feel seen, valued, and respected for their individual qualities and differences. All students will receive an education from highly qualified teachers who build on their strengths and encourage and equip them so they may rise to their full potential to become responsible, creative, empathetic, and productive members of our school community. Communication among all stakeholders is key to the success of our Woodall students. Please check in with your child's teachers frequently through email and the Remind app and check our website (www.woodall.k12.ok.us) or our Facebook page for the latest information.

The following pages of this handbook will guide families on the policies and procedures put in place for the 2025-2026 school year. I am excited to continue to build relationships with students and families. Please familiarize yourself and your students with this handbook. If you have any questions or thoughts throughout the year, please feel free to reach out to me at kkocsis@woodall.k12.ok.us or 918-456-1581 x4.

Sincerely,

Kim Kocsis

Principal

WOODALL PUBLIC SCHOOLS

MISSION STATEMENT

The total educational community of Woodall Public Schools believes that the school's purpose is to provide all students with an excellent and appropriate education and the opportunity to acquire basic academic grade level skills while developing "positive emotional and social growth in an environment conducive to learning". The entire staff of Woodall Public Schools enthusiastically accepts the responsibility for instruction of students to maximize their potential and promote lifelong productivity.

STATEMENT OF GOALS

1. To provide a school for all students; a school where equal advantages for all are provided and where students are guided in understanding, appreciating, and practicing democratic attitudes, emotional balance, and positive self-concepts needed to fit into today's complex world.
2. To maintain a multi-level program of learning that encompasses the variety of educational needs of the students.
3. To offer a well-organized guidance program to aid the student in making wise personal and career choices.
4. To supply a background of information that will enable students to make intelligent judgments and decisions in their daily lives.
5. To improve instruction through the most efficient use of teacher's talents, curriculum time, physical facilities, audio-visual, and other technological advances.
6. To establish the school as the center of the learning, culture, and recreation in the community.
7. To emphasize concepts and actions that will strengthen democratic ideals.
8. To develop character, confidence, and competent leadership.
9. To help students live happy, useful, and successful lives.

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GENERAL INFORMATION

AFTER-SCHOOL PROGRAM

An application must be completed before a student can participate in the After-School Program. The cost is \$25 per month per child. The After-School Program begins at 3:15 p.m. and concludes at 5:30 p.m. A balanced snack is served to students each day in the after-school program. Students can be dropped off at 7:30 to eat breakfast.

BULLETINS AND ANNOUNCEMENTS

Announcements are made each morning at 8:00 a.m. and include the flag salute and a moment of silence. Teachers, parents, or students that need announcements made should write them down and submit them to the principal's secretary for approval. Announcements should be submitted to the office one school day prior to the day that they are to be made.

The pledge of allegiance to the flag of the United States of America will be recited at the beginning of each school day. Students who do not wish to participate in the pledge shall not be required to do so. State law of Oklahoma (70-24-106) Amended by SB 128, Sec. 2, of the 2001 Reg. Sess. The moment of silence will be observed daily. SB 815 2002 Reg. Sess.

ASBESTOS POLICY/HAZARDOUS MATERIALS

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. According to the Asbestos Management Plan for Woodall Public School LEA 600, Woodall School buildings are asbestos free. A copy of this plan is available at your child's school if you wish to see it.

The Woodall Public Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation, and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state, and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees.

ASSEMBLIES/CONCERTS/PROGRAMS

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Out of respect to students that are performing students will be released to parents at the conclusion of the program. This will greatly reduce distractions between acts and ensure that students are accounted for properly. Parents must sign out students with the child's teacher or office.

BREAKFAST PROGRAM

A balanced breakfast is served each morning from 7:30 a.m. until 7:50 a.m. Students eating breakfast should report to the cafeteria as soon as they arrive at school. K-4th grade students not eating and arriving before 7:50 a.m., need to report to the cafeteria and await dismissal. 5th-8th grade students who are finished eating or not eating at all must report to the Little Theater and await dismissal. PK4 students will report to their building after 7:30 and eat with their class after school starts. Tiny Cats (PK3) students will report to their building after 7:30 and eat with their class after school starts.

CAFETERIA RULES

- Deposit all litter in wastebaskets.
- Return all trays and flatware to the dishwashing area.
- Leave tables and floors in your area clean.
- Assist teachers in cleaning when you are asked.
- Talk in quiet voices.
- No playing with food.
- No disruptive behavior.

FOOD FROM OUTSIDE SOURCES

- Parents may bring food for students during their scheduled lunch period **ONLY**.
- If students are returning from an appointment with food, they will need to finish their meal in the office before returning to class.
- **STUDENTS WILL NOT BE ALLOWED TO DOORDASH OR HAVE FOOD DELIVERED TO THE SCHOOL.** Any food delivered must be delivered by a parent.

CELL PHONE, SMART WATCHES, AND AIR POD, EARBUDS, HEADPHONE USAGE

In response to State Bill 139, the following policy has been updated and approved by our school board:

It is the policy of the Woodall 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:

1. 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:
 - a. 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
 - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. 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

3. 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 (this also includes our afterschool program).

“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, ear buds, 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 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 electronic device that is confiscated will be returned to the student at the end of the school day or to a parent/guardian at a conference. 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, including confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis.

Students may bring cellphones to school. However, **phones, smart watches, AND air pods, earbuds, headphones (listening device) must be turned totally off (not on silent or vibrate) and kept in bags during the school day. WE STRONGLY SUGGEST SMART WATCHES, as well as all listening devices, BE LEFT AT HOME AND NOT LEFT TURNED OFF IN BAGS.**

- . “Kept out of sight during the school day” means a cell phone/smart watch/listening device must stay in a student's bag, not on their person or in their pockets.

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, including confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis.

Consequence for a violation of cell phone/listening device usage policy may include:

- 1st offense: Student comes to the office with the phone and fills out a cell phone violation log sheet, leaves the phone in the office in the designated place for the remainder of the day, and student picks up the phone at the end of school.
- 2nd offense: Student comes to the office with the phone and fills out a cell phone violation log sheet. Student meets with principal to call parent. Parent is notified that the student may no longer bring cell phone to school and parent must pick up cell phone from the office.
- 3rd and subsequent offenses: Student will receive a discipline referral and report to the principal.

Woodall Public Schools is not responsible for lost, damaged, or stolen phones, smart watches, or listening devices.

CLASSROOM ASSIGNMENT OF STUDENTS (PK-8)

Principal, counselor, and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student be assigned to a class that he/she continues with that class for the entire school year.

CLOSING OF SCHOOL

In the event of bad weather or unforeseen circumstances, Woodall will implement a virtual day if possible. Students will complete assignments and check in with their teachers online. Attendance and grades will be taken on these days, and they will be counted as instructional days. The announcement will be made on local news stations (channel 2(NBC), 6(CBS), 8(ABC), and/or 23(FOX). The district will post the information on our website at www.woodall.k12.ok.us, Facebook page, and send out automated messages via the school message system.

FUNDRAISING CAMPAIGNS

Any methods for raising money must be approved by the Woodall School Board and superintendent prior to the beginning of the activity. Only fundraisers sponsored by Woodall organizations or clubs will be permitted on campus at any time.

IMMUNIZATION

Students must have current immunizations up to date as required by the state of Oklahoma. Shot records must be present before a child can be enrolled at Woodall. Please send any updates to your child's shot records when updates occur.

LEAVING SCHOOL GROUNDS

Students may only be checked out of class, through the office with a parent contact. Any student leaving without permission will be considered truant. Please come to the office to check your student out.

LIBRARY RULES

Students may check out library books. Lost or damaged books must be paid for by the student who checked the book out. Students may only check out one book at a time unless approved by the librarian.

LICE

Students who are found to have head lice or nits (eggs) will have their parents called. Parents or a designated person must immediately pick them up at school. The student must be treated, and another treatment needs to be given within 7 to 10 days. Upon returning to school after treatment, the student will be checked by the school nurse or others. If the condition still exists, the student will need to stay home until the condition is gone.

LOST AND FOUND

The school cannot be responsible for items brought to school. We will make all possible attempts to reunite lost items with their rightful owners. Please label clothing (especially outerwear) and other important possessions. Items that are found are placed in the lost and found.

LUNCH PROGRAM

A balanced lunch is served every day to our students. Each family will receive a free/reduced lunch application at the beginning of the year. **It is important that each family return a form for EVERY child.** If you do not wish to disclose your income or know, you will not qualify, simply sign the form and state that you will not qualify and return the form to school. **If at ANY time during the year, your income level changes please take a moment to fill out a new form.**

MEDICINE/INHALER/EPINEPHRINE PEN

1. Medicine – All Medicine will be dispensed through the nurse’s office. If your student requires prescription or non-prescription medication, it must be given to the nurse and dispensed to the student while the student is in her office. Medication must be brought by the parent in the original prescription bottle and given to the nurse.

Some over-the-counter medications are kept on hand for occasional student discomfort; however, a parent permission form to take these must be signed (part of online enrollment) and these will only be dispensed by the nurse in her office.

If a student is found with prescription or non-prescription medication on their person, they will be subject to disciplinary action including suspension. If a student is found giving prescription or non-prescription medication to another student, the student giving the medication will be suspended from school for an appropriate period.

2. Inhalers and Epinephrine Pens are the only exceptions to the above policy. If your child has asthma or serious/life threatening allergies a permission slip is available in the nurse’s office for parental and school consent for either of these items to be carried by the student that needs them.

PARENT / TEACHER CONFERENCES

Four dates are set aside for conferences, two in the fall, and two in the spring. Consult the school calendar for specific dates and times.

PLAYGROUND EXPECTATIONS

Students will follow all playground rules and procedures established by the individual teacher(s) and/or principal. Children should be dressed appropriately for outdoor activities. Outdoor activities such as recess will take place unless there is inclement weather; wind chill of less than 32 degrees or heat index of more than 100 degrees. **To ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times.**

SCHOOL PHONE

Students can only be called to the phone in case of emergencies. If you wish to speak with a teacher, please leave your name and number with the principal’s secretary and the teacher will return your call during their plan time or after school. If it is necessary to leave a message for your child, please do so as early as possible. Calls to communicate a student’s mode of transportation should only be made when necessary. **These messages cannot be communicated on a daily basis. Messages received after 2:45 may not get to the student before dismissal.**

SCHOOL RESOURCE OFFICER

The Cherokee County Sheriff’s Office will provide a School Resource Officer to our school. The officer will assist district administrators with truancy issues and any activities by students deemed as “illegal”. The officer may also visit classrooms and the cafeteria in an effort to promote law enforcement in a positive manner and help educate students about school safety and other timely topics.

STUDENT LOCKERS

Sixth through eighth grade, students will be issued lockers at the beginning of the school year. Students may not switch lockers. No stickers or writing should be placed on lockers. Woodall administration may search lockers whenever they see fit.

TEACHER’S CLASSROOM EXPECTATIONS

Teachers will have their classroom expectations posted in their rooms and will introduce students to them

during the first few days of school. **From that point forward, it is the student's responsibility to know the expectations and to follow them.**

TEXTBOOKS AND NETBOOKS

Students with lost, stolen, or damaged textbooks/Netbooks must pay the replacement cost of the specific item.

VIDEO SURVEILLANCE POLICY

Woodall is committed to nurturing a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff, and patrons while on district property, as well as to protect district property, the Board of Education supports the use of video surveillance on school property, as well as school buses. The superintendent will be responsible for managing and auditing the site use and security of video surveillance equipment. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings. Video monitors are in controlled access areas. The district will inform students, staff, and parents at the beginning of each school year that the district will be conducting video surveillance on school property. The recording of actions of students, staff, and others may be reviewed or audited for determining adherence to school, local, state, and or federal law. The district may also use video surveillance to deter, detect, and/or report criminal offenses.

VISITOR GUIDELINES

All visitors to campus must report to the office to sign in and receive a visitor's pass. Parents are welcome visitors on our campus. If you would like to schedule a conference with a teacher, please contact the office. All private matters should be discussed during scheduled meetings and never in front of other faculty members or students. Woodall Public School cannot permit our students to bring any other guests to school to visit during school hours. The principal may determine at any time that classroom observations will not be allowed. His/her decision is not subject to review. Woodall will restrict visitors on campus during a pandemic or public health crisis for the safety of our students and staff.

WITHDRAWAL FROM SCHOOL

To withdraw from school, the student must first get a withdrawal sheet from the attendance office. Each teacher must sign the withdrawal slip and give the current grade. All fees and fines must be paid. No information will be transferred until the student has legally withdrawn. The superintendent's office reserves the right to contact parents before official withdrawal is complete.

ATTENDANCE

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. **Attendance is important and a key factor in student achievement.** However, it is important for those students who are ill to stay home when they are sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. **Woodall Public School is required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily. If a student must be absent from school, it is the responsibility of the parent/guardian to notify the school by 9:00 a.m.**

Excused Absences

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments with documentation
3. Legal matters with court documentation
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation
6. Funeral of a family member with appropriate documentation
7. Documented participation in five (5) 4-H activities each school year
8. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Program (IEP).

It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be absent for enumerated items 1-6 listed above. The school will contact those students' parents who do not call. **If no contact is made, the parent must send a note or call the day the child returns before the student can be excused.** The student may promptly make up work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements, to see that the work is completed. It is the responsibility of both the student and parents to know the procedures of the teacher to ensure that the work is turned in within the appropriate timeframe, so the student receives full credit. Students will receive 1 day per each day they are absent to make up the missing work.

Enumerated items 7-8 are statutorily excused absences which will require notification to the school district prior to the absence and documentation from the 4-H educator or service provider after the absence to identify the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H so long as the district was notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excused 4-H absence for any student who participates in an activity or program sponsored by 4-H if the 4-H activity occurs during the scheduled statewide student assessment window set by the State Board of Education or if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participation in any school field trips or extracurricular activities.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to severe, chronic, or life threatening physical or mental illness, injury, or trauma will be exempt from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements.

- a. The student has completed instructional activities for no less than 90% of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face to face communications or meetings with school personnel via teleconference, email, text, or phone.
 - b. The student is on pace for on-time completion of the course as required by the school district
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year.
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the Woodall Board of Education.
3. They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:
 - a. The student's parent or legal guardian provides written consent prior to the student's participation in the released time course.
 - b. No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction.
 - c. The independent entity maintains attendance records and makes the records available to the school district and board of education.
 - d. Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian.
 - e. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless regarding any liability arising from conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose.
 - f. The student assumes responsibility for any missed schoolwork; and
 - g. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.

Unexcused Absence: This is any absence that does not fall within one of the above categories. More than 10 percent unexcused absences (10 days) may result in that student not receiving credit in that class for the school year.

School Activity: Approved school activities and events are exempt absences and should not exceed 10 school days per year.

Truancy: A student is considered truant when absent from the classroom/school without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. All

truancies are subject to other discipline such as detention and/or suspension. Each teacher is asked to report all suspected truancy incidents to the principal.

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the principal shall notify the parent, guardian, or custodian of the child and immediately report such absences to the school resource officer for further investigation. Depending upon the circumstances, there is the potential of absences being reported to Cherokee County District Attorney and/or Cherokee Nation Truancy Court.

If your student will be on a prolonged absence due to medical reasons, please notify the office as soon as possible to allow academic accommodations to be made. Excessive absences can result in the retention/failure of a student.

Perfect Attendance

Is exactly that, perfect! Students who are on time and in school every day, for a full day, will receive an award for perfect attendance. Students with a tardy will not be considered for perfect attendance. The only absence that does not count toward perfect attendance is a school activity absence.

Tardy Policy

Our official school day begins at **8:00 a.m.** Being late to school on any type of consistent basis is unacceptable. Students coming into class late are not only disruptive to what is going on in the room but also, they are missing valuable educational time. **If your child arrives after 8:00 a.m., they will need to be signed in at the office and get a tardy slip before they will be admitted to class.** Likewise, our official school day does not end until 3:15 p.m. Removing your student from class even a few minutes early is just as disruptive as being late in the morning. Students who leave between 2:03 p.m. and 3:15 p.m. will also receive a tardy. Please do not call to withdraw your students a few minutes early unless there is a significant reason. **All students leaving before the end of the day MUST be signed out in the office.**

Middle School Students: Students are given 5 minutes for passing from one class to another. This gives the student time to use the restroom and get to their next class. Students are expected to be in the classroom when the bell rings. If they are not, teachers may send them to the office for a tardy slip.

The principal will count the tardies as cumulative in all classes including late arrivals or early withdrawals. Three (3) unexcused tardies will equal one (1) unexcused absence.

The principal may assign disciplinary action beginning with the 3rd tardy in accordance with our discipline policy.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of

days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences,

ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

BOARD POLICY REGARDING COMPLAINTS

Neither the board nor any individual member will entertain or consider complaints from teachers, parents, students, or patrons, until they have first been referred to the principal and/or superintendent.

If satisfaction cannot be reached with the principal and/or superintendent, then the interested party by following the outlined procedure set up by the board will be granted the opportunity to be heard at a regular board meeting. Individuals may contact the superintendent's office for a copy of the board-approved procedure.

CURRICULUM/ACADEMIC ACHIEVEMENT

GRADING

We believe the purpose of grades is to communicate, as concisely as possible, a student's academic progress. Grades should reflect a valid and pure representation of what a student knows and is able to do based upon a given set of concepts and skills specified by the Oklahoma Academic Standards. Grades are used to provide feedback, document progress, and guide instructional decisions.

Standard Grading System

A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 59 and below

Students with Special Needs

We believe the philosophy behind grades is the same for all students. However, students with special needs or special circumstances may need accommodations or modifications. As a legal document, any accommodation or modification as determined by the educational team and listed in the Individualized Educational Program (IEP) or 504 must be followed.

Make-Up Work

Upon return to class, students shall be granted one (1) class day to make up each day of class work missed. No penalty shall be assessed against work made up for absences. **It is up to the student, on the day of return, to make arrangements to see that the work is made up. It is the responsibility of both the student and parents to know the procedures of the teacher to ensure that the work is turned in within the appropriate timeframe, so the student receives full credit.** In cases of extended absence, arrangements for make-up work should be made with the teacher.

Requesting Work

Email your student's teacher(s) when a student is going to be out of school for three or more days.

Assignments can be picked up in the office after 3:00 p.m. the following day.

Parent Portal

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data

is transferred from the student information program and the teacher's electronic grade book to a read-only web interface.

The following information can be displayed in Parent Portal:

- attendance
- assignments and current grades

Custodial parents or legal guardians with proper legal documentation on file at the child's school can register with a link that is sent to the parent/guardian email address.

Incompletes

A student will receive an incomplete grade for any progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

Homework

Homework is an extension of the regular school day. Therefore, when homework is given, it will supplement, complement, and reinforce classroom teaching and learning. Students who do not complete required work at school can also be required to complete that work at home. Athletic events and other activities are not valid reasons for incomplete homework. When questions arise about homework, please contact your student's teacher to resolve any issues.

Progress Reports

In the middle of each grading quarter, progress reports are sent home with students in 3rd – 8th grade, notifying parents of academic progress.

Report Cards

Report cards will be sent home the Thursday of the first full week following the end of a quarter grading period. Check the school calendar for dates.

Eligibility

Eligibility is the cumulative grade average in a semester. Students participating in extracurricular activities must pass all their subjects on a week-to-week basis during the semester. If a student is failing a subject (F) at the time a grade check is made, the student will be on probation for one week. If the student is failing that or any other subject during the next week's grade check the student will be ineligible the following week regardless of the grades in those classes that week. ***A student will remain ineligible until they are passing all their classes.*** A student cannot be on the probation list two weeks in a row. Eligibility applies to all school activities including field trips. End of year class field trips may be affected by prolonged stays on the ineligible list.

Activity/Field Trips

Students must meet eligibility requirements to participate in activity field trips. The principal reserves the right to allow or disallow activity/field trip participation in the matter of a discipline issue.

ACHIEVEMENT

Superintendent's Honor Roll

Students who maintain a 4.0 (all A's) for the semester will be on the Superintendent's Honor Roll.

Principal's Honor Roll

Students who have all A's and B's for the semester will be on the Principal's Honor Roll.

Valedictorian and Salutatorian

Grade point averages are calculated using the first five semesters of 6th-8th grades for the honor of Valedictorian and Salutatorian. All classes in which students receive grades A through F will be used to calculate GPA. Electives will not count in the GPA calculation. Students must attend four of those five semesters to be considered for the honors.

ONLINE/DISTANCE LEARNING

The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all students have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned, which will reflect the progress of the student with regard to assignments and/or tests provided.

PROMOTION/RETENTION AND FAILING CLASSES

Retention

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will receive a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction. A fifth through eighth grade student that has failed two or more core subject areas, per semester, at the conclusion of the existing school year may be academically retained in his/her current grade level. A prekindergarten through fourth grade student whose performance is below grade level, will be considered for retention.

Parent Retention Request

If a teacher does not recommend retaining a student but the parent desires, for reasons outlined in this policy, to retain their child, it is the responsibility of the parent to notify the principal in writing by March 1st of the current school year. Notification must include the reason(s) for which the parent is requesting the retention and why the parent believes that retention is in the best interest of the child. Parents are encouraged to consider such voluntary retention of their child no later than the student's second grade year.

The request will be reviewed by a committee as described in the previous section. The Appeals Process will follow the same procedures as set forth for any retention.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the steps outlined below.

Parents who disagree with the district's decision to promote a student to the next grade may also appeal the decision upon receipt of the student's report card by taking the steps outlined below.

First Level of Appeal

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and unappealable.

Second Level of Appeal

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and unappealable.

Final Level of Appeal

The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and unappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record. Reference: 70 OKLA. STAT. §1210.508C, OAC 210:15-27-3

STRONG READERS ACT (SRA)

The **STRONG READERS ACT (SRA)** previously known as the **Reading Sufficiency Act (RSA)** becomes effective on July 1, 2024. We are currently waiting for guidance from the Oklahoma State Department of Education and upon receipt, we will post the updated information to our school's website www.woodall.k12.ok.us

EIGHTH GRADE GRADUATION

Attending graduation practice is mandatory for a student to take part in the graduation ceremony. Caps, gowns, and tassels will be provided by the district. The district requires every student participating in the graduation ceremony to adhere to the following dress code:

- Students are to wear dress attire. This includes dress trousers, dress shirts, or a dress that does not expose the student's midriff or upper thigh, and shoes that will not turn or trip (Inappropriate shoes include flip flops, rain boots, or bare feet).
- When wearing the cap and gown, a student shall conduct themselves with dignity and decorum.
- The cap will be worn for graduation only and with the square top parallel to the floor with the tassel on the right front.
- The wearing of tribal regalia will be allowed according to Oklahoma state law (SB 429)

ACADEMIC INTEGRITY

Students at Woodall Public Schools are responsible for knowing what is considered acceptable and unacceptable behavior when it comes to academic integrity. The following outlines what cheating, and plagiarism are, as well as the potential consequences that exist when it is found that a student has committed an act of academic dishonesty.

What is cheating? - Cheat: "To violate rules and regulations. To act in a dishonest way".

Examples of cheating include:

- Using any unauthorized aid during a test
- Giving or receiving answers during a test
- Accessing a test before it is given
- Using summaries to substitute for doing assigned reading
- Taking credit for group work without doing an appropriate share of the work
- Directly copying assignments from other students (including homework)
- Turning in any assignment as your own work that is actually the work of others
- Giving the impression that someone else's notes or work are your own.

What is plagiarism? - Plagiarism – representing someone else's works, words, images, data, or ideas as your own without properly citing the source.

Examples of plagiarism include:

- Copying or paraphrasing someone else's words or ideas from the Internet, books, magazine articles or directly from that person
- Copying or representing someone else's work as if it were your own
- Submitting purchased papers as your own

The consequences for cheating or plagiarism may include the following:

- Change of student seats
- Assignment of a grade of F or 0
- Detention from teacher or principal
- Parent notification
- Requiring of make-up work
- Suspension

HOME SCHOOL RE-ENTRY

Woodall offers testing two times a year for home school children, returning to public school, for grade level placement.

- The family must provide notice of desire to test at least two weeks prior to the first day of classes.
- Exams will be given the 2nd week of school and the 1st week in May.
- Students will be tested in multiple subject areas.
- Grade level curriculum can be obtained through the Oklahoma State Department of Education's Web Site under the Oklahoma Academic Standards.

STUDENT CONDUCT AND DISCIPLINE

The Woodall Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district

STUDENT BEHAVIOR AND RESPONSIBILITY

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

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

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion 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 or class
2. Leaving school without permission or cutting class
3. Refusing detention
4. Smoking, using e-cigarettes, or possession of tobacco products/paraphernalia
5. Truancy
6. Possessing or using alcoholic beverages or other mood-altering chemicals
7. Stealing
8. Forgery, fraud, or embezzlement
9. Assault, physical and/or verbal
10. Fighting
11. Possession of weapons or other items with the potential to cause harm
12. Distributing obscene literature
13. Destroying/defacing school property
14. 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
15. Bullying, harassment, or hazing

16. Gang related activity or action
17. Cheating

This list is not inclusive of all possible negative or disruptive behaviors. Behaviors that are not on this list but are negative or disruptive can and will be addressed through school discipline procedures.

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

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

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

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

DRESS AND APPEARANCE

Dress Code Guidelines

1. Length of attire: The length of shorts/skirts/dresses 3rd – 8th grade students may not be shorter than the bottoms of your fist, when making a fist with your hands and placing your arms, shoulders relaxed, at your side.
2. Shirts, blouses, sweatshirts, etc. should always, even when sitting, touch below the top of the pants. A good check for shirts is if it cannot remain tucked in when arms are raised up over our head, then do not wear it.
3. The following clothing items are not to be worn at school or school functions:
 - Any clothing with mesh, sheer, or see-through material
 - Halter (strapless tops)
 - Disrespectful, disruptive, or suggestive messages on shirts
 - Items advertising drugs, alcohol, tobacco, or bars.
 - Shoes with wheels in or on them.
 - Pajamas or other sleeping attire. (Appropriate only on a “pajama day” arranged by a student’s teacher or a school wide spirit day)
 - No hoods on heads or sunglasses on while in buildings. Hats/caps may be worn in the classroom at the discretion of the teacher, as a fundraiser, or on a schoolwide spirit day.
 - Sports bras, bras and/or bra straps should not be visible.
4. The following items can be worn with the following specifications:
 - Sleeveless shirts, shoulder straps must be two inches wide and must fit closely to the arms (no wide shoulder or side openings).
 - Pants with holes up to two inches above the knee, may be worn without shorts/leggings underneath. Pants with holes higher than two inches above the knee will need either shorts, sliders, or leggings underneath. The length of the shorts/sliders must not be shorter than the bottoms of your fist, when making a fist with your hands and placing your arms, shoulders relaxed, at your side.
 - Athletic/running shorts must meet the same length guidelines as listed above. Some athletic/running shorts have wide leg openings. Wearing sliders under the athletic/running shorts with wide leg openings is recommended to ensure appropriate coverage.
 - Flip-flops can be worn but are strongly discouraged. Most students at Woodall have PE and/or recess every day and it is difficult to participate in these activities while wearing flip-flops.
5. No dress, hair style, or jewelry will be permitted that are distractions to the educational process or are dangerous in any way. Anything not specifically covered above that is still deemed inappropriate or disruptive by the principal will not be permitted.

Actions Regarding Dress Code Violations

Most dress code infractions are not a “major discipline issue” and can be handled very easily when students are cooperative. Students will be asked to change if a violation is made. If they do not have the appropriate attire to change into, a parent or guardian will be called to bring a change of clothes and/or the student will be given clean alternative attire to wear for the remainder of the day. A note, to be signed and returned to the school, will be sent home with the student, notifying the parent of the dress code violation. Repeated violations will be handled like any other discipline issue. However, if a student

chooses to add defiance or disrespectful behavior to a dress code infraction, then the interventions will become more serious.

TOBACCO, ALCOHOL, AND DRUG POLICY

Tobacco, alcohol, or drugs can be hazardous to your health. In accordance with Oklahoma law and the wishes of parents, teachers, and students, tobacco, alcohol, and drugs shall not be possessed by students while on school premises. Students may not have any of these items while traveling to or from school activities.

In accordance with School Laws of Oklahoma to provide a healthy smoke-free environment for students, employees and patrons, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year-round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products (e-cigarettes), or any other form of tobacco product by all persons. This policy extends to all activities, vehicles, and property. There will be no designated smoking areas anywhere in the District.

Use or Possession of Illicit Substances

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

Sale or Distribution of Illicit Substances

Any student selling, sharing, or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be disciplined and reported to law enforcement. Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

Students Suspected of Being Under the Influence/Possession

Any teacher or employee who has reasonable cause to suspect that a student may be under the influence or has in his or her possession an illegal substance:

1. Shall immediately notify the Superintendent/Principal.
2. The Principal or Superintendent will notify the parent.
3. The nurse or legal personnel may be used to ascertain the actual condition of the student.

Under Oklahoma Law (O.S. Title 70, Section 24-132.), teachers who reasonably report such behavior or activity are immune from all civil liability.

Medical Marijuana

Regardless of a student, employee, parent, or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law. The term “marijuana” includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa*., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of “marijuana” or “possession of marijuana” will be interpreted in favor of federal law.

There will be no discrimination in the district because of an individual’s status as a medical marijuana license holder.

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district’s current policies regarding employees, students, parents, and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies to assess whether revisions, if any, may be needed to a district policy in order to comply with all laws.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen, or mutilated.

DANGEROUS WEAPONS

The use, display, or possession of any kind of gun, ammunition, fireworks, weapon, or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others, or other offensive weapon on the campus, parking lots, premises or property of the Woodall Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

SUSPENSION OF STUDENTS

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

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event
- Possession of a firearm shall result in out-of-school suspension of not less than one year
- Any act which disrupts the academic atmosphere of the school, endangers, or threatens fellow

- students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

BULLYING POLICY

It is policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those previous listed for discipline. 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.

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 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.
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district via our school website www.woodall.k12.ok.us REFERENCE: 21 O.S. §850.0 70 O.S. §24-100.2
ENROLLMENT

LEGAL RESIDENCY

Woodall Public School will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with his/her parent(s), court appointed legal guardian or person having legal custody.

The school will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child. If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contribute in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance. In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the Woodall Public School district, will be granted enrollment privileges as a Homeless Student. Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001. Any student meeting these criteria should be referred to the Woodall Public School Homeless Liaison at (918) 456-1581 to assist in completing immediate enrollment per the procedures in place.

Proof of Residence

Students enrolling in Woodall Public School shall be required to provide two (2) verifiable proofs of residency. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement, or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Woodall Public School shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Woodall Board of Education. A student who has been denied enrollment by Woodall Public School has the right to submit his/her written appeal to the principal within three (3) days of residency dispute. Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute. The principal will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review. If the parent/legal guardian disagrees with the decision, they must notify the superintendent in writing within three (3) days of the receipt of the decision. The superintendent will submit findings and documentation to the Woodall Board of Education. The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

TRANSFERS

Transfer students will be enrolled according to Woodall Public School's policy addressing transfer students. For more information about the transfer policy, please visit our website at www.woodall.k12.ok.us

SPECIAL EDUCATION EVALUATION

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

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

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the student's' education records.

- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- To consent to disclose education records, except where consent is not required to authorize disclosure.
- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D. C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67); and
- Copies can be obtained on request to a district official of the FERPA policy adopted by the local school district.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the following person at your local school: **Ginger Knight, Superintendent, Woodall Public Schools, 14090 W. 835 Rd. Tahlequah, OK 74464. Telephone: 918-458-5444**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

On August 21, 1974, President Ford signed into law, Public Law 93-380. A very important part of that bill is Section 438, which went into effect November 19, 1974. The Act set out requirements designed to protect the privacy of parents and students specifically the statute governs.

1. Access to records maintained by all educational agencies and institutions receiving funds from the U. S. Office of Education, and
2. The release of such records.

The Act contains new rights of privacy, which applies to post-secondary, as well as elementary-secondary education. This gives post-secondary students and parents of students under 18 years of age, the right to inspect the student's school file, including all material that is incorporated into each student's folder.

The law further prohibits the release of materials in a student's school file without the written consent of the parents of post-secondary students, except that such material may be released to officials and teachers of the same school, another school where the student intends to enroll, and certain state and federal officials. (Parents should be notified of what has been sent.) In addition, material may be released in connection with a student's application for a receipt of financial aid. The law also provides for the cutoff of federal funds to any educational agency or institution that denies parents or eligible students these rights of privacy under this Act.

Schools receiving funds from the U. S. Office of Education must develop a plan or a set of policies for making educational records available to parents and eligible students. Parents and eligible students must be made aware of the plan annually. (Eligible Student: A student who has attained eighteen years of age or is attending an institution of post -secondary education.)

The School Plan or Policy will describe the procedure to be followed in requesting a hearing to challenge the contents of a student's records. (The institution must comply with the parent of student's request within 45 days.) This section will describe the steps that will be followed in conducting the hearing and how an appeal may be made if the hearing proves to be unsatisfactory.

The parent's or eligible student's written objection to an item in the student's folder may become a part of the student's record and will be included in the student's folder. The Plan will explain the procedure and the necessary releases to be signed by the parent or eligible student before information from the student's file will be released. The Plan will set out those items that will be included as "directory information" and will point out the procedure to be used in releasing educational records to other school officials within the local educational agency. It also includes other schools or school systems where the student seeks or intends to enroll. "Directory information" means a student's name, address, telephone listing, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Suggested forms that a school might have available for signatures of parents or eligible students when information from a student's records is being made available to them or a third party.

1. Parents or eligible student authorization for release of student records.
2. Request for hearing on correction of student records.
3. Parents of eligible student request for examination of student records.
4. Notification of transfer of student records.
5. Parental or eligible student's authorization for requesting student records.
6. A document to be signed by parent or eligible student showing dates when parents or eligible student viewed or examined the student records.

NON-DISCRIMINATION POLICY

Woodall Public School prohibits discrimination in the educational programs and activities, admission programs of students, recruitment, selection, and/or employment based on race religion, gender, age, national origin, veteran status, or disability. Oklahoma SB 942 requires schools to treat antisemitism (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) in the same manner as racial discrimination. The district complies with the Title IX Educational Amendment of 1972, Title IV, Section 504, and Americans with Disabilities Act (ADA) of 1990.

The school has adopted grievance procedures for filing, processing, and resolving alleged discrimination based upon race, color, religion, national origin, sex, age, disability, and veteran status. Any person who believes he or she has been discriminated against based upon one of these protected categories is encouraged to file a discrimination complaint. The office responsible for Section 504 complaints is the office of Special Education. The Special Education Director (Mrs. Stanley) can be reached at 918-456-1581. Complaints regarding Title IX, Drug Free Workplace, Title VI, ADA, or other discrimination complaints should be directed to the principal (Ms. Kocsis) or the Superintendent (Mrs. Knight).

TRANSPORTATION

PRIOR TO LOADING THE BUS

1. Be on time at the designated bus stop – keep the bus on schedule.
2. Always stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before moving to enter. If appropriate, wait for the driver to signal the okay to move.
4. Riders must have prior permission from the office before bringing a guest rider.
5. Vandalism will result in the removal of the rider for an appropriate amount of time.
6. No food or drinks without the driver's permission.

ON THE BUS

1. Keep all body parts inside the bus.
2. Always keep the bus clean.
3. No student behavior should distract the driver at any time as accidents could occur because of distracting behaviors.
4. Students who distract the driver even after appropriate warnings will be removed from the bus for an appropriate period.
5. Never tamper with the bus or any of its equipment.
6. Keep the aisles free of all your belongings.
7. Older students should help the younger students.
8. No throwing anything out of the bus.
9. No leaving seat while bus is moving.
10. No rude or disruptive behavior.

LEAVING THE BUS

1. If crossing the road, move at least 10 feet to the right, front area outside the bus. Watch for the driver's signal, then, checking traffic as you go, cross the road.
2. Students that live on the right side of the road should move immediately in that direction away from the bus and go to their home.
3. The driver will only let students out at a designated bus stop. The superintendent is the school official who determines appropriateness of stops.

EXTRACURRICULAR TRIPS

All the above rules apply to all trips in which students are transported by bus.

DISCIPLINE PROCEDURES ON THE BUS

Riding a school bus is a privilege. The driver is the authority on the bus. One warning from a driver will be sufficient grounds for further disciplinary action. Very few efforts need to or will be made on behalf of the school to correct poor rider behavior. Students will be warned, parents will be contacted, and students may need to be removed from the bus. Students may also be suspended from riding the bus due to behavior.

COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Woodall Public Schools 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, he or she must have his or 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 or her property.

TERMS OF ACCEPTABLE USE

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

ACCEPTABLE USES

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.

Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- 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.
- 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 informational systems.

- 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.
- Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet without authorization of the school district. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

Netiquette

All users must abide by rules of network etiquette, which include the following:

- Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and uses that may be offensive to others. 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.
- Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- Be considerate when sending attachments with email (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.

Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following.

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
 - Spreading rumors about others through email, IM, or text messages.
 - Creating a website or other social networking account that targets another student or other person(s).
 - Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person’s login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Woodall Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

INTERNET SAFETY

General Warning; Individual Responsibility of Parents and Users

All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

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 the 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.

"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.

Confidentiality of Student Information

Personal 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.

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. We are using Shelterbelt II from Two Trees Technologies for our technology protection measure (internet filtering software) 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 to minors.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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 user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY

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

WARRANTIES/INDEMNIFICATION

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user (or his or her 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 or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district’s network.

UPDATES

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. The user (or his /her parents or guardian) must provide such information 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 the information changes, the user must notify the person designated by the school to receive such information.



Meningococcal Disease

What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?

Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

What are the symptoms?

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called "asymptomatic carriage". Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment?

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

Is there a vaccine to prevent meningococcal disease?

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

For more information call or visit us on the web:
Phone: 405-271-4060 <http://ads.health.ok.gov>

OSDH 12/15



NORTHEAST ASBESTOS MGMT. SERVICES

1990 South 71st Street East

Muskogee, Oklahoma 74403

Phone (918) 687-4572

Fax: (918) 682-1281

Lonnie H. O'Dell, Inspector/Mgmt. Planner

Licensed by the Oklahoma Dept. of Labor

Woodall Public School

LEA 0600-001

To Whom It May Concern:

According to the Asbestos Management Plan for Woodall Public School LEA 600 Woodall School Buildings are asbestos free.

Sincerely,

Lonnie H. O'Dell, Asbestos Mgmt. Planner

License OK-MP130-120

WOODALL PUBLIC SCHOOL

Ginger Knight Superintendent
Kim Kocsis, Principal

14090 West 835 Road
Tahlequah, Oklahoma 74464

Telephone (918) 456-1581

Fax (918)456-5015

Woodall School is looking for children from birth to 21 who have possible disabilities and require special education services. We want to help our students find the appropriate services that they need. We have programs at our school settings for a variety of disabilities: speech-language, emotional, learning, intellectual, autism, physical, visual, and hearing, as well as other health problems. These services are provided for individuals living in the Woodall School District at no cost to the parents. It is our goal to make the public aware that any child living in our district with a need will be helped either on campus or assisted in directing them to other possible service providers. This is in compliance with the IDEA Act. If you need any more information about these services, please contact Heather Moles, Special Services Director at Woodall School, 918-456-1581 or mail your information to Woodall Public School, Attn: Heather Moles, 14090 W. 835 Road, Tahlequah, OK, 74464. All information received and collected by the school *will be kept confidential.*

WOODALL PUBLIC SCHOOL

Ginger Knight, Superintendent
Kim Kocsis, Principal

14090 West 835 Road
Tahlequah, Oklahoma 74464

Telephone (918) 456-1581

Fax (918)456-5015

Dear Parents and Guardians:

In accordance with Parents Right-to-Know requirement under *Every Student Succeeds Act – ESSA, Section 1112(e)(1)(A)* this is a notification from Woodall Public School to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- a. Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived.
 - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications
[ESSA, Section 1112(e)(1)(A)(i)-(ii)]
- b. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
[ESSA, Section 1112(e)(2)(A)]
- c. Upon request, parents of an English learner may:
 - Have the child immediately removed from an English Learner (EL) program;
[ESSA 1112(e)(3)(A)(viii)(i)]
 - Decline the child's enrollment in a EL program or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(iii)]
 - Receive assistance in selecting among various programs and methods on instruction, if more than 1 program or method is offered by the eligible entity.
[ESSA 1112(e)(3)(A)(viii)(iii)]
- d. In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.
[ESSA, Section 1112(e)(1)(B)(ii)]

If you have any questions or concerns, please feel free to contact me at 918-456-1581.

Sincerely,

Ginger Knight