



2020-2021 WMS HANDBOOK



Dear Students:

Welcome to Wagoner Middle School and the home of the Bulldogs! We are very excited about our upcoming year together as we add our incoming 6th graders to our student body and look forward to our returning 7th and 8th graders. We hope you are excited too for the upcoming year and all of the activities, learning, and fun we will have. Yes, we did say FUN! This school year will be one for the history books and you will be able to tell eyewitness accounts to future generations who will read about it. We want this to be the best years of your education, right here at Wagoner Middle School! It will be full of challenges, competitions, and community. We consider everyone at Wagoner Middle School family that cares about each other and wants to see everyone succeed. But that takes you to do your part and we hope you will!

ALWAYS REMEMBER THE 5 U's...

You are important.
You are believed in.
You are listened to.
You are cared about.
You can succeed!

Dear Parents:

As we mentioned to your student above, we truly do hope your student will enjoy the best years of education while attending Wagoner Middle School academically, emotionally, and socially. WMS seeks to improve in all areas every year and we hope you find the improvements all positive and contributing to a great experience. As you well know, the “middle school experience,” as some would like to name it, is perhaps the most challenging time of students’ lives. We hope that you will partner with us in assuring that your student will succeed and grow to look forward to high school by setting priorities and goals throughout the year. Study after study shows that parental involvement is a key component to a student’s success!

Enclosed you will find important information for the upcoming school year to read and discuss with your student. If you are unable to find the information you need, please contact the school and our staff will be happy to assist you. The “OPEN” sign is always on and we encourage you to get involved and help us make Wagoner Middle School the best in the state!

Sincerely,
Jeremy Holmes-Principal
Darron Hummingbird-Assistant Principal

Marjorie McKinney-Counselor
Rebecca Mills-Counselor

BOARD OF EDUCATION

Brenda Barney-----Member
Lakisha Blandon----- Member
Tresa Pitre-----Member
Marc Collins-----Member
Mike Hickman----- Member

ADMINISTRATION

Randy Harris-----Superintendent
Nick Humphries----- Director of Curriculum, Instruction, and Personnel

MISSION

The mission of the Wagoner Middle School is to provide a cooperative climate for learning, to encourage excellence, social interaction, and emotional and physical well-being by using teaching strategies based on specific characteristics of the transitional needs of the Middle School student.

The WPS Vision Statement is as follows: Our Children, Our Community, Our Future

OUTCOMES

We will accomplish our mission when every student who leaves the Wagoner Middle School can:

1. Demonstrate the application of information and skills learned through language arts, mathematics, social sciences, natural sciences, and the arts, needed to be productive, competent, and successful.
2. Express themselves in all areas of communication, utilizing all tools and integrating leadership skills.
3. Demonstrate an understanding of rights and responsibilities in a democracy and contribute positively to the local and global community.
4. Use technology to access information and to solve problems.
5. Solve problems by analyzing and exploring options and using critical and creative thinking skills.
6. Exhibit personal and social skills which reflect respect and responsibility for self and others.
7. Work cooperatively through the team environment for the betterment of self and the group.

8. Draw directly from learning experiences to create a positive future vision for them.

THE AMERICAN CREED

“I believe in the United States of America as a government by the people, for the people, whose just powers are derived from the consent of the governed: a democracy in a republic; a sovereign nation in many states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; support its Constitution; obey its laws; respect its flag; and to defend it against all enemies.” William Tyler Page

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic for which it stands- one nation under God, indivisible with liberty and justice for all.

OKLAHOMA FLAG SALUTE

I salute the flag of the state of Oklahoma. Its symbols of peace unite all people.

SCHOOL HOURS

School hours are from 8:45am-3:45pm, Tuesday through Friday. Students should not arrive earlier than 8:00 am or remain on campus later than 4:00 pm unless participating in a supervised activity.

Breakfast: 8:00-8:35am

1st Bell: 8:40am

School Begins: 8:45am

School Ends: 3:45pm

2020-2021 SCHOOL CALENDAR

1st SEMESTER

August 11-12 -----Professional Day
 August 20 ----- Professional Day
 August 25 -----1st SEMESTER BEGINS
 August 31 ----- Virtual Day
 September 7-----Labor Day
 September 14 ----- Virtual Day
 September 28-----Parent/Teacher Conference
 October 15-16 -----Fall Break
 October 26 ----- Virtual Day
 November 16 ----- Virtual Day
 November 23-27-----Thanksgiving Break
 December 7----- Virtual Day
 December 18-----END OF 1st SEMESTER

2nd SEMESTER

January 5-----2nd SEMESTER BEGINS
 January ----- Virtual Day
 January 18-----Martin Luther King Day
 February 1 ----- Virtual Day
 February 15 ----- Virtual Day
 February 22 -----Parent/Teacher Conference
 March 15-19 -----Spring Break
 March 29 ----- Virtual Day
 April 2 ----- Good Friday/Snow Day
 April 5 ----- Virtual Day
 April 12----- Virtual Day
 April 26----- Virtual Day
 May 20-----END OF 2nd SEMESTER
 May 21 ----- Professional Day

MIDDLE SCHOOL ADMINISTRATION/OFFICE STAFF

Jeremy Holmes-----Principal
 Darron Hummingbird -----Assistant Principal
 Marjorie McKinney-----Counselor
 Rebecca Mills-----Counselor
 Terra Sloan-----Administrative Assistant
 Dianna Armstrong-----Front Office Coordinator
 Mick Bowman-----Custodian

COUNSELOR'S OFFICE: The counselor's office is available to help students with any school or personal problem. See the counselor if you need:

- Help on any school problems you might have.
- Help on any personal problems you have.
- To find out about scholarships of various kinds.
- To find out about achievements and other tests.
- To drop or change a course.
- To enroll or withdraw from school.
- To secure vocational information
- Answers to your questions

WMS 2020-2021 CERTIFIED FACULTY AND STAFF		
Armstrong, Diana	Front Office Coordinator	darmstrong@wagonerps.org
Arnall, Hannah	8 th grade Pre-Alg, Vocal	harnall@wagonerps.org
Billups, Joanna	8 th Pre-Alg, Algebra	jbillups@wagonerps.org
Bowman, Mick	Custodian	
Brown, Gary	6 th Science	gbrown@wagonerps.org
Cantrell, Julie	7 th Language Arts	jcantrell@wagonerps.org
Clark, Midge	Special Services Para	mclark@wagonerps.org
Copeland, Janet	8 th Literacy/Computers	jcopeland@wagonerps.org
Crow, Deneice	Media Specialist & 8 th Literacy	dcrow@wagonerps.org
Curry, Ranell	7 th & 8 th Language Arts	rcurry@wagonerps.org
Darden, Regina	Special Services	rdarden@wagonerps.org
Deckard, Tina	6 th Social Studies	tdeckard@wagonerps.org
Flatter, Craig	8 th Science & Physical Science	cflatter@wagonerps.org
Thompson, Amy	6 th Literacy/Computers	athompson@wagonerps.org
Giddens, Lewinda	8 th U.S. History	lgiddens@wagonerps.org
Kennedy, Melanie	8 th Vo-Ag	mkenedy@wagonerps.org
Henson, James	U.S History	jhenson@wagonerps.org
Holmes, Jeremy	Principal	jholmes@wagonerps.org
Hummingbird, Darron	Assistant Principal	dhummingbird@wagonerps.org
Jacobson, Marti	6 th Grade Language Arts	mjacobson@wagonerps.org
Jones, Mark	7 th Science	mjones@wagonerps.org
Jones, Shelley	6 th Literacy	sjones@wagonerps.org
Lipe, Heather	7 th Math & 7 th Pre-Alg	hlipe@wagonerps.org
Littlehead, Andrea	6 th & 7 th Math	alittlehead@wagonerps.org
Mays, Sharon	8 th Language Arts	smays@wagonerps.org
McKinney, Marjorie	Counselor	mmckinney@wagonerps.org

Miller, Rana	6th Language Arts & Yearbook	rmiller@wagonerps.org
Mills, Rebecca	Counselor	rmills@wagonerps.org
Moody, Sherrie	Special Services	smoody@wagonerps.org
Edwards, Zailin	7th & 8th Science	zedwards@wagonerps.org
Nail, Benny	6th PE	bnail@wagonerps.org
Quick, Sam	Middle School Band	squick@wagonerps.org
Russell, Megan	Library Assistant	mrussell@wagonerps.org
Sloan, Terra	Administrative Assistant	tsloan@wagonerps.org
WMS 2020-2021 CERTIFIED FACULTY AND STAFF CONT'D		
Smith, Lisa	Special Services Para	lsmith@wagonerps.org
Smith, Teresa	Special Services	smitht@wagonerps.org
Smith, Tonya	Native American Culture	tsmith@wagonerps.org
Burrell, Mike	Technical Education	mburrell@wagonerps.org
Stanley, Randi	6th Science	rstanley@wagonerps.org
Vinson, Stacie	Special Services	svinson@wagonerps.org
Watkins, Kim	7th grade Geography	kwatkins@wagonerps.org
Wofford, Teresa	6th Social Studies & 7th Geography	twofford@wagonerps.org
Wybrant, Megan	6th Math	mwybrant@wagonerps.org

ACADEMICS

BELL SCHEDULE:

6th Grade Schedule

1st Hour: 8:45-9:40

2nd Hour: 9:45-10:35

3rd Hour: 10:40-11:30

Lunch: 11:30-12:00

4th Hour: 12:05-12:55

5th Hour: 1:00-1:50

7th Grade Schedule

1st Hour: 8:45-9:40

2nd Hour: 9:45-10:35

3rd Hour: 10:40-11:30

Lunch: 11:30-12:00

4th Hour: 11:35-12:25

4th Hour: 12:05-12:55

Lunch: 12:25-12:55

5th Hour: 1:00-1:50

8th Grade Schedule

1st Hour: 8:45-9:40

2nd Hour: 9:45-10:35

3rd Hour: 10:40-11:30

4th Hour: 11:35-12:25

Lunch: 12:25-12:55

5th Hour: 1:00-1:50

6th Hour: 1:55-2:45

6th Hour: 1:55-2:45

6th Hour: 1:55-2:45

7th Hour: 2:50-3:45

7th Hour: 2:50-3:45

7th Hour: 2:50-3:45

COURSES/ELECTIVES:

6th Grade Core Classes: Language Arts, Math, Social Studies, Science

6th Grade Required Classes: Literacy/Computers, PE

6th Grade Electives: Vocal, Band, Native Culture, Technical Education, Archery

7th Grade Core Classes: Language Arts, Math or **Pre-Algebra**, Geography, Science

7th Grade Required Classes: Literacy/Computers, Native Art/Health

7th Grade Electives: Athletics, Vocal, Band, Native Culture, Technical Education, Yearbook, Archery

8th Grade Core Classes: Language Arts, Pre-Algebra or Algebra, U.S. History, Science or **Physical Science**

8th Grade Required Classes: Literacy/Computer, Vo-Ag/Virtual Independent Study

8th Grade Electives: Athletics, Vocal, Band, Technical Education, Vo-Ag, Yearbook, Office/Library Aide, Archery

**Classes or electives in bold require parental permission and/or other pre-requisites

CLUBS/ORGANIZATIONS/EXTRA-CURRICULARS:

A direct link has been made between student success in school and participation in “school life.” In addition to school sponsored competitive athletics which begin in the 7th grade, the following opportunities to be involved in “WMS life” are available to all students. These opportunities go beyond the regular classroom and may include activities outside the normal school day: Student Council (voted on by student body), Academic Team (tryout may be required), Triple H, SWAT, Archery, Vocal, Band, Vo-Ag, Yearbook.

ELIGIBILITY TO REPRESENT WMS: The same requirements that govern participation in athletic contests will be used as a basis for student participation in all activities sponsored by Wagoner Middle School. A student must be in attendance a minimum of three periods on the day of the activity. Grades are checked on a weekly basis. Low grade reports are submitted to the office on each Friday. Failing a class will place a student on one week probation; failing any class the following week will place the student on the ineligible list for the next week. The ineligibility week runs from Monday morning through Sunday night. After the first semester of the 6th grade, a student must have passed a minimum of 5 non-activity classes to be eligible for

the first 6 weeks of the next semester. His/her eligibility will then be on a week to week basis.

GRADING SYSTEM

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

HONOR ROLL: Students who make a 4.0 each semester will be honored for the Superintendent's Honor Roll. Students who make a 3.0 or above each semester will be honored for the Principal's Honor Roll.

REPORT CARDS: Students will receive a progress report for **every 6 week period**. Students will receive a **report card** at the end of **each semester**. Parents are encouraged to review their child's report and contact the school for a conference with the respective teachers regarding any questions they may have. Parents have access to their child's grades at any time by obtaining a username and password from the front office to the school's online gradebook.

STATE TESTING DATES: Testing Window opens in **April** and closes in **May**. **At this time, state tests could be waived due to the current pandemic.** If it continues as normal, during this time period, all 6th – 8th graders will test in both Reading and Math. 8th graders will take additional tests in Writing and Science.

ATTENDANCE

Research has shown that attendance is closely related to success; therefore all students are expected to attend classes regularly and be on time. Excessive absences disrupt the continuity of the learning process. **OKLAHOMA STATE LAW REQUIRES THAT ANY PARENT, GUARDIAN, CUSTODIAN, CHILD, OR OTHER PERSON THAT DOES NOT COMPLY WITH COMPULSORY EDUCATION LAWS SHALL BE GUILTY OF A MISDEMEANOR.**

In an attempt to increase class time and therefore increase the opportunity to be successful in class, Wagoner Middle School will allow no more than (7) absences during the semester. Policy exceptions will still be considered. This will be solely on a case by case basis and at administrative discretion as long as the absences have been communicated to the front office as they occur.

The procedure for the school in reporting excessive absences to obtain credit for classes taken will be the following:

Upon the 4th day absent, a warning letter will be sent home to the parent/guardian. On the 7th day a student is absent, a parent or guardian will be contacted by the building administrator or designee and a Notice of

Non-Attending Student will be sent to the District Attorney's Office and to the parent/guardian.

Truancies by definition of the District Attorney's Office will be reported to the District Attorney's Office according to its procedures.

NON-CREDIT DUE TO ATTENDANCE: For students who receive non-credit due to attendance, the grade they earned in the class will be recorded. However, students will not receive credit for the course and may be required to repeat the course. The building administrators are the final authority on determining attendance policy exceptions.

CHECKING OUT OF SCHOOL: It is the students' and parents' responsibility to see that the student attends school on a regular basis. Students will only be allowed to check out during the school day when a parent or guardian checks in and out through the front office.

ATTENDANCE FOR BLENDED/VIRTUAL/ONLINE

Blended/Virtual student (at school half time or at home) attendance will be taken by attending virtual class online and being present during the teacher's lesson.

Online student (home full-time completing curriculum separate from the classroom) attendance will be recorded by completing the minimum amount of assignments for the week (5)

Refer to the district's re-entry plan for information on the conditions that determine whether school is in session as "traditional," or "blended."

EXTRA CURRICULAR ABSENCES: State competitions and qualifiers for state competitions are marked "E" and do not count against the 7 days allowed.

MAKE UP WORK: Make-up work will be granted. If a student is absent one day, the teachers will give them the work missed when they come back upon request. Students will be allowed one day for each day missed to turn in make-up work and receive full credit. Any work turned in after this time may result in grade reduction or failure.

PERFECT ATTENDANCE: To be eligible for a Perfect Attendance Award at the end of the school year or each semester, a student cannot have any early check outs, absences in any individual periods, or whole day absences.

TARDIES: Students have sufficient time to change classes without being tardy and students are expected to be to school on time. Students are tardy if they are not in their class when the tardy bell rings. Classroom teachers will handle the first 3 tardies per class period including, but not limited to, 1 hour of detention on the 3rd tardy and each subsequent one. Office referral will be warranted after the 3rd tardy per class period. Please remember, every 3rd tardy equals 1 absence.

Students missing 15 minutes or more of a class period will be considered absent from that class period.

1st Tardy: Teacher/Student Conference

2nd Tardy: Teacher Contacts Parents

3rd Tardy: Teacher Contacts Parents, Assigns Detention, Notifies Office

4th Tardy Plus: Office Discipline Referral

TRANSFERS FROM OTHER SCHOOLS: Students who do not live in the Wagoner School District may be transferred from the district in which they live, providing the transfer is allowed by the guidelines set forth by the receiving school district. Transfer applications may be obtained from the Superintendent's office. A transfer may be denied based on a full program at WPS, or a student not in good standing with the sending district. Transfer students who become a **discipline problem, choose to not put forth sufficient effort to successfully complete the academic requirements in their classes, and/or demonstrate poor attendance** may have their transfer revoked at **any time**.

EXEMPTIONS FOR SEMESTER TESTS: In order to reward students with good attendance and grades, Wagoner Middle School students who satisfy the requirements of the policy will be allowed to accept their pre-test semester grade in a class if they qualify, according to the following guidelines. A minimum grade of 90% and no more than **2 absences** and **2 discipline referrals**, a minimum grade of 80% and no more than **1 absence** and **1 discipline referral**, or a minimum of 75% and **no absences** and **no discipline referrals**. Students may be exempt in some classes, but not others. All absences are used to determine eligibility for exemptions. Co-curricular (AC), Extracurricular (AE), Policy Exception (AX), State Competition (ST), and College Day (EU) are not recorded as absences. Exempt students can take the test and their grade cannot be lowered. **Students with LONG-TERM ILLNESSES are not exempt. Any OSS or INT assignment disqualifies students from test exemptions.**

BEHAVIOR/EXPECTATIONS

The Board of Education is deeply interested in creating a learning atmosphere in all its schools. The Board is appreciative of the cooperative attitude of a vast majority of its students. It is important that our school-learning atmosphere includes maintenance of order that permits cooperative students to pursue their education free from distractions. The maintenance of order necessitates regulations relating to school discipline.

UNACCEPTABLE BEHAVIOR: The following is a specific example of, but not limited to, unacceptable behavior that is subject to disciplinary action, including, but not limited to, suspension, or expulsion from school: Defiance of authority, assault (on a student or school personnel), creating a disturbance, excessive tardies, public display of affection, truancy, willful disobedience, profanity, vulgarity, disrespect or damage to school property, possession or use of any dangerous or annoying instrument, (including but not limited to, lighters, knives, razors, fireworks, explosives, firearms, drug paraphernalia, or other weapons used for assault. Refer to school policy FNCGA), stealing or extortion, any violation of (state, federal, or local law or ordinance occurring on school property), distribution of any printed material in violation of the Student Code. No petitions (signing petitions will result in disciplinary action, to include suspension). **This also applies to virtual students who disrupt class online through interrupting, obnoxious, obscene, or generally disruptive behavior while online.**

BULLYING AND HARASSMENT: It is the policy of this district that bullying or harassment of a student by other students, personnel, or the public will not be tolerated. This policy is in effect at any time students are under the supervision of school officials, including times when the students are on school grounds, in school transportation, or attending school sponsored activities, and while away from school grounds if the misconduct directly affects the safe order, efficient management, and welfare of the school district's students.

Bullying and Harassment are terms indicating:

- Intimidation, or abuse, by unwanted physical contact;
- The creation of by whatever means of a climate of hostility or conditions resulting in intimidation;
- Such a manner as to be commonly understood to convey hatred, contempt, or prejudice;
- Acts, or comments, that are insulting, humiliating, demeaning, or stigmatizing to another person;
- Any other act, verbal or physical or otherwise, which is interpreted by school officials as bullying or harassment.
- **This would include similar behavior utilizing any electronic medium and/or social media avenues.**

Acts of bullying or harassment may be (but are not limited to) those committed on a basis of race, sex, creeds, color, national origin, religion, gender, marital status, or disability. The principal or his/her designee will investigate reported allegations of bullying or harassment and will take appropriate action. The principal or his/her designee will take the steps necessary to protect the confidentiality of those involved in the complaint process, and initiate appropriate corrective action to change the condition of behaviors that are

related to the incidents of bullying harassment. Action will be taken to prevent the reoccurrence of the incident(s), which may include the suspension of students and changes to the student schedule.

STUDENT EXPECTATIONS: When you enroll in classes at Wagoner Middle School, you assume the following obligations:

1. To be present and on time each day.
2. To complete your assignments on time.
3. To be attentive during all classes.
4. To participate in class discussion.
5. To be respectful to all school personnel and classmates.

DISCIPLINE

The school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in attaining these norms. Further, when the behavior of an individual student comes into conflict with the rights of others, disruption of public order, or is immoral (by accepted standards of this community), corrective actions will be necessary for the benefit of the individual and school.

THE TEACHER OF A CHILD ATTENDING A PUBLIC SCHOOL SHALL HAVE THE SAME RIGHTS AS A PARENT OR GUARDIAN TO CONTROL AND DISCIPLINE THAT CHILD WHILE THE CHILD IS IN ATTENDANCE OR IN TRANSIT TO OR FROM THE SCHOOL OR WHILE PARTICIPATING IN ANY SCHOOL FUNCTION AUTHORIZED BY THE SCHOOL DISTRICT.

All students 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 examples: student's attitude, seriousness of the offense, 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. Other circumstances may be appropriately considered.

Any disruptive behavior, including threats of violence, may be cause for disciplinary action, including suspension. This handbook is an extension of Board Policy, and is not intended to limit the effects of comprehensive Board of Education Policies.

DETENTION: Detention is assigned by the teacher for student infractions to change negative behavior. Student will be assigned detention with a due date on the slip. The specific dates of attendance assigned to detention will be made

by the teacher or administration. Detention is held on campus after school from 3:45pm-4:45pm. Students must report to the assigned place on time, with adequate school materials to work on, and remain silent and seated for the duration of the study period. Repeated offenders in detention indicate failure to change negative behavior and will advance student to behavior contract.

INTERVENTION (INT): The goal of INT is to modify unacceptable behavior and reduce out-of-school suspension. The Principal and Assistant Principal are responsible for the assignment of students to the program. Parents will be notified of their child's assignment to INT and requested to discuss and assist in resolving this matter. INT will be an onsite program located in the Middle School. Parents can be held responsible for transportation to and from INT. INT will begin at 8:45am and end at 3:45pm. Students will be provided with individualized assignments from their teachers. They are expected to hand in the completed work to the INT supervisor. Students' complete work will be returned to their teacher. Students are responsible for bringing and returning all books and materials needed on their start date and end date of INT. Length of time in INT will be determined by administration depending on the severity of the offense. **INT will not be available at this time. Alternative disciplinary action will be implemented until further notice.**

SUSPENSION OF STUDENTS: Student's suspended out-of-school who are on an individualized educational plan pursuant to IDEA, P.L. #101-476, shall be provided the education and related services in accordance with the student's IEP. Any student who has been adjudicated as a delinquent for a violent or non-violent offense and has been removed from a public school in Oklahoma or any other state for such act, will not be enrolled in the school district until such time as that student no longer poses a threat to self, other students, or faculty. A student who has been suspended for a violent offense directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher and the principal.

Fighting will not be tolerated in any way at Wagoner Middle School. Students involved in fighting will receive one of the following Discipline Procedures: INT, OSS, or any other discipline deemed appropriate by the site administrator. When appropriate the Wagoner Police Department will be contacted and discipline according to city ordinance may be applied.

SHORT TERM SUSPENSION: A student may be temporarily suspended, which shall be defined as exclusion from classroom instruction not to exceed ten (10) school days, by the building principal or the principal's designated representative under the procedure hereinafter set forth. Short term-suspensions can be appealed to the Superintendent.

LONG TERM SUSPENSION: Students suspended for periods greater than ten days (long term) will be provided the opportunity to have the suspension reviewed by administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the Board of Education. Please refer to District Board Policy on the appellate process.

EDUCATIONAL PLAN FOR SUSPENDED STUDENTS: LONG TERM

SUSPENSION: The student and parent are responsible for picking up the work from the school. The student’s work from “core” classes, (English, Math, Science, Social Studies), is all that is to be provided. The student’s work will be available the day after the initial day of the suspension at a time agreed upon by the principal, parent, and student. After the first week, the student must return completed work to receive additional work. If the student does not hand in work for 2 weeks in a row, he/she is dropped from the education plan. The student may receive instructional help by arranging a conference with the teacher. This conference will be arranged by the principal upon parent request. Tests will be given during a time agreed upon by the parent, teacher, and office personnel. Suspended students are not allowed on school property or in attendance at any school sponsored activities without prior administrative approval. This rule will be strictly enforced.

DUE PROCESS: Upon it being brought to the attention of the principal or his/her representative that a student has allegedly committed certain acts in violation of the student code, a conference will be held between the student and principal or his/her representative. At this conference, the student shall be informed of the specific area of the student code which he/she is accused of violating and furthermore, he/she must be advised specifically what he/she is accused of doing and what the basis of the accusation is. In the event the student denies these charges, he/she shall be given an explanation of the evidence the school authorities have and shall be given the opportunity to present any information or explanation concerning the charges brought against him/her. After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal or his representative shall have authority to administer a temporary suspension, taking into consideration the severity of the violation, up to a maximum of ten days. The conference shall be held in such a manner as to assure that the determination made has been made fair and impartial.

The student, the principal or his/her representative, shall make a reasonable effort to contact the parent(s) by telephone, stating the specific act(s) for which the temporary suspension was ordered and the length of the suspension. This should be done at the time of the suspension. If the parent(s) cannot be contacted by telephone, then the principal or his/her representative should mail a notice setting forth the above information and encouraging the parent(s) to contact the principal to discuss this matter.

<p>GENERAL INFORMATION</p>

AGENDAS: Use of an agenda is optional. However, they are a great tool to help keep assignments, tests, and school events organized. Teachers, counselors,

and administration can require a student who is having organization or academic concerns to make use of an agenda on a daily basis.

BOOK BAGS/PURSES: Book bags may be used to transport books and materials to and from school only. The book bags/purses must be stored in the student's locker upon arrival to school for the day and only taken out upon leaving for the day. THIS APPLIES TO ATHLETIC BAGS ALSO.

BREAKFAST/LUNCH PRICES:

Breakfast is \$2.00 and lunches are \$3.25. Students are eligible for free or reduced meal prices if their family qualifies.

DIRECTORY INFORMATION: Wagoner Middle School proposes to designate the following identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent: Student's name, address, phone number, names of parents, date of birth, grade level, extracurricular participation, achievement awards and honors, photograph, school or district attended before he/she enrolled in the Wagoner District. **Parents must advise the school district within two weeks in writing if they refuse to permit the district to disclose this "directory" information.**

LOCKERS: All students are provided a locker with a combination lock. They are to be kept closed and locked. For the safety of the students and smooth operation of the school, SHARING OR TRADING LOCKERS IS PROHIBITED!

PARENT/GUARDIAN EXPECTATIONS: A parent/guardian is expected to provide current home and work phone numbers as well as current mailing addresses. Parent/guardian should notify the school in a timely manner of any changes in phone numbers or mailing addresses. School must have emergency numbers in case of injury or sickness. Parent/guardian is expected to contact the school the day their student is absent.

SAFETY DRILLS: Each room should have displayed on the bulletin board regulations and routes to be taken in evacuating the building during fire/fire drills and procedures to follow for protection during tornadoes/tornado drills and during lockdown/lockdown drills. Early in the school year, students should become familiar with these procedures. Any student who causes a disruption (defiance, non-participation, etc.) during safety drills or emergency situations will be subject to disciplinary action.

TELEPHONE USAGE: The telephone in the office is for school business and only in an emergency will students be allowed to use it. We will take and deliver emergency messages from parents. Transportation changes/arrangements, etc., need to be made before the school day.

TRANSPORTATION: Riding the bus is a privilege extended by the Wagoner School District. Bus students are expected to conduct themselves in a safe, orderly manner. Safety will be stressed at all times. The driver will maintain

discipline in order to prevent serious accidents. DRIVER IS A SCHOOL OFFICIAL AND HAS THE SAME AUTHORITY AS A TEACHER.

VISITORS: Parents are welcome to visit the school, but must check in at the office upon arrival and obtain a visitors pass. **Student visitors are not allowed.** If a conference is desired, the parent must contact the student's teacher in advance to schedule an appointment. We strongly encourage concerns and or issues to be worked out with teacher prior to contacting administration. **No one is allowed to go to a classroom without permission from office, as this disrupts class time from other students.**

Due to the pandemic, non students and non employees may not enter the building. Please call the front office to make your request and we will accommodate you if at all possible.

HEALTH

ADMINISTRATION OF INTERNAL MEDICINE: All prescription medicine must be checked in the office. A guardian should bring only the amount needed to be taken at school per week or day. Daily medicines will be given once a day by the school, however, parents are responsible for morning and nightly doses. The medicine should be brought in the container it was placed in at the pharmacy. Designated school personnel will administer.

CARE OF STUDENT IN CASE OF ILLNESS: In case of sudden illness or if an accident resulting in injury occurs at the school, the student is cared for as well as possible. The school is responsible for administering first aid as prescribed by the School Health Department. The principal, teacher, secretary, or other employee will notify the parent or guardian. Every effort will be made to carry out such notification. Any student who is injured or becomes ill at school will be kept under observation and control of school personnel until the parent or another properly designated person takes charge of the student. No student will be released from school upon their own request. If severe emergency develops, the student will be sent to the emergency room at one of the local clinics or hospital.

LONG-TERM ILLNESSES: Should a student be hospitalized, incapacitated, or ill for an extended period of time, parents are advised to contact the counselor's office for information about placing the student on a long-term educational plan.

Please refer to district and state guidelines for students who contract the COVID-19 virus.

IMMUNIZATION REQUIREMENTS: Oklahoma Immunization Law states that parents of a minor child, kindergarten through 12th grade, present certification that their child is adequately immunized before initial admission into a public, parochial, or private school in the State of Oklahoma. Oklahoma law requires all school children must have received or be in the process of receiving immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, and rubella , or be determined as likely to be immune as a result of an exposure to a disease. To comply with the above state law you will need to present an immunization card signed by a physician of the Health Department before your child is enrolled in school. Oklahoma’s School Immunization Law **does allow exemptions to immunization based on medical, religious, or personal objections.** If a parent chooses to exempt his/her child, that parent must fill out an Oklahoma State Department of Health Exemption Form. Students in grades six through eighth grade must have documentation on file to support immunization in accordance with state law.

INSURANCE: Middle school does not provide accident insurance for students. Optional student insurance is available through an independent agency. Forms are at the Athletic office.

VISION AND HEARING SCREENING: Vision and hearing screenings will be provided to student by school personnel and the Oklahoma Society for Crippled Children (Easter Seals).

The Board of Education does not assume responsibility for payment of hospital, ambulance, or doctor fees.

POLICIES/GUIDELINES

CELL PHONE:
70 O.S. 24-101.

The rules shall provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent...”

Students **will be permitted** to bring their cell phones to school. However, due to the increasing number of studies showing the detrimental effects of cell phones on student learning, cell phones will no longer be allowed in the classroom. Cell phones must be kept in student lockers during class. WMS will continue to embrace technology in the classroom as a learning tool and as such, will provide a chromebook to every student while in the classroom.

General Cell Phone Rules:

Students are not permitted to use cell phones in the restrooms or locker rooms in an unacceptable or inappropriate manner. This includes use of camera or video-capable electronic devices

Safety drills, assemblies, or other school evacuations could be considered cell phone blackouts. Students will not be permitted to have their cell phones visible or in use during a cell phone blackout. Administration may determine a

cell phone blackout when deemed necessary for any school related activity, event, or evacuation.

Should a student be observed using a cell phone without permission, or a cell phone rings during the school day, discipline action will include but is not limited to an office referral. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time as determined by an administrator.

The district assumes no liability for the damage, loss, or misuse of the cell phone by the student or another person-this includes theft.

DRESS CODE: Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents and students. The intent of the student dress code is to restrict extremes and indecency, which would interfere with the District's educational mission or threaten the safety of students. The hallmark of the exercise of disciplinary action shall be fairness. The foundation of a dress code is to provide appropriate standards for student appearance and to assist in maintaining student behavior, which is conducive to the learning environment.

The building administrator shall have the authority to determine the appropriateness of any attire not specified below. In making such determination, the administrator shall consider whether the clothing, hairstyle, and/or accessory presents a safety hazard, is revealing, or disrupts the teaching and/or learning or has a factual and substantial history of creating such disruption. The principal, or other designated school official, is delegated the authority to determine the proper action and or discipline action if needed to be taken in issues related to the dress code. The following dress code for all students is established:

*****Masks are required to be worn in the hallways and where social distancing is not feasible until further notice.**

1. **Tops:** Any shirt, blouse, or sweater may be worn with the following conditions:
 - a. "See-through" shirts or blouses may not be worn unless accompanied by a solid garment that is not an undergarment.
 - b. Shirts and blouses must be properly buttoned and cannot expose the midriff. Tank top style sleeveless dresses, shirts, or blouses that expose undergarments are not permitted.
 - c. Any article of clothing which exposes the back or midriff may not be worn. Tank tops and muscle shirts may be worn, however, they must be at least 3 finger widths wide. NO spaghetti strap tops of any kind.
 - d. Shirt, dress, and sleeve openings must not expose the torso, chest, or undergarments.

2. **Outerwear:**
 - a. Trench coats are not acceptable.
 - b. Jackets, coats, hoodies, sweatshirts are acceptable for school wear. All must be the proper size for the student and must be unfastened or unbuttoned.
3. **Pants:** Pants, jeans, or slacks of styles, which are neat and clean, are acceptable.
 - a. Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of school or safety risk to the student or others is prohibited. Jeans may have holes [but] They may **NOT** be excessively large or excessive in number, at the discretion of the principal or his/her designee. Holes may **NOT** be located in the groin area or the seat of the pants.
 - b. Form fitting, stretch material, tights, leggings, etc. may be worn if both the front and back of the pelvic area is covered at all times.
 - c. Sagging is not acceptable.
 - d. Pants may not ride low exposing the torso or back or undergarments.
 - e. Pajama style pants are not appropriate for school wear.
 - f. Chains or other objects hanging from pants are **NOT** allowed.
4. **Skirts and Dresses:** As a general guideline, the skirt or dress must extend to the tip of the longest finger on the hand with the shoulders in a relaxed position. This length also applies to any slit in the skirt or dress. Cheerleaders may wear their uniforms with permission from their sponsor for special events. However, they must wear a layer of clothing underneath their skirt (sliders, spanks, spandex, etc.)
5. **Shorts:** Shorts, which are properly hemmed and appropriate length, are acceptable for school wear. As a general guideline, shorts must extend to the tip of the longest finger on the hand with the shoulders in a relaxed position. Athletic shorts (running shorts) may be worn but could be required to have an additional layer of clothing underneath (sliders, spanks, spandex, etc.)
6. **Shoes:** All styles of street shoes are acceptable for school wear. House shoes and skate shoes are not acceptable for school wear.

** Please note schools prefer students to wear tennis/athletic shoes on PE days to reduce the possibility of injury.
7. **Accessories:** Which are not acceptable include the following:
 - a. Hats, hoods, caps, stocking caps, and sunglasses when worn in the building. They are to be left in the student's locker during the school day.
 - b. Gang symbols. As part of an effort to curb the presence and influence of gangs in schools, the wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang or other secret society is prohibited.
 - c. Body piercings that are disruptive or distract from the educational process.

- d. Dog collars, thick metal chains, choke chains, wallet chains, chains connecting one part of the body to another, etc.
- e. Any sharp or distracting objects may not be worn on a student's clothing.
- 8. **Insignias, Monograms or Patches:** Lettering or any type of sew-on patch, decal, insignia, etc., which is suggestive, vulgar, or refers to gangs, alcohol, tobacco, or drugs is not acceptable.
- 9. **Make-Up:** Facial or other body decorations that are disruptive to or distract from the educational process, or violate the discipline code (i.e., obscene, vulgar, profane, lewd, or sexually suggestive words or gestures; words or depictions that sponsor or promote items not permitted on school property, etc.) are not acceptable.
- 10. **Hair:** Hair must be clean and neatly groomed. Hairstyles of "exotic" colors or extreme height, width, or length and its appropriateness shall be under the discretion of administration.

Exceptions to the above regulations for physical, health, religious, or other necessary conditions, may be made at the discretion of the site administrator or central administrator or their designee after conferring with a student and his/her parents or legal guardians.

ELECTRONIC DEVICES: Inappropriate use of an electronic device, including cell phones, at ALL school events under school auspices will be dealt with by local school authorities and local law enforcement to the letter of the law. Small bud headphones can be brought to class with teacher permission when used in correlation with a school device such as laptop, computer, Ipad, or other handheld device. The district assumes no liability for the damage, loss, or misuse of the electronic device or cell phone by the student or another person-this includes theft.

LAW OF PRIVACY RIGHTS OF STUDENTS: Students can expect no privacy concerning school lockers, desks, or other school property. The law reads: "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers or desks in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

NOTIFICATION OF RIGHTS UNDER FERPA: The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's records. They are the following:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

2. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
4. Parents or eligible students may ask the Wagoner School District to amend a record that they believe to be inaccurate or misleading. The parent should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading.
5. If the district decides not to amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task.
8. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
9. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
600 INDEPENDENCE AVE. S.W.
WASHINGTON D.C. 20202-4605
LAW OF PRIVACY RIGHTS OF STUDENTS

“NO TOLERANCE” DRUG POLICY: Wagoner Public Schools has zero tolerance for student or employee possession, use, or sale of illegal drugs, inhalants, alcohol, synthetic drugs or tobacco on any campus or at any activity held under the auspices of the school district.

To help insure a drug, alcohol, and tobacco free school environment for Wagoner Public School students, random, periodic inspections of school lockers, classrooms, buildings, and school parking lots by school officials accompanied by law enforcement officials with certified “drug-sniffing” dogs, may be conducted each school year.

Upon any occasion that a student is found to be in possession of, under the influence of, or selling illegal substances or alcohol (any controlled or dangerous), the student and any confiscated materials will be given into the custody of state law enforcement officials. Upon such occasions, parents or guardians of the student will be notified in accordance with Oklahoma Statutes. Violation of the law related to the use or possession of tobacco will be subject to the provisions of Oklahoma Alcoholic Beverage Laws Enforcement Commission. The A.B.L.E. Commission will impose appropriate fines or may take action which can result in the loss of driver’s licenses. Students in possession of tobacco will be suspended for three days on first offense.

SEARCHES:

70 O.S. Section 24-102

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

ANY WEAPONS AND/OR ILLEGAL OR CONTROLLED DANGEROUS SUBSTANCE WILL BE TURNED OVER TO LAW ENFORCEMENT REPRESENTATIVES.

SCHOOL PROPERTY: STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN SCHOOL LOCKERS, DESKS, OR ANY OTHER SCHOOL PROPERTY – WITHOUT NOTICE OR REASON. Students should take pride in helping to keep our equipment, buildings, and grounds in as good/attractive condition as possible. Students and their parents will be held financially responsible for willful destruction or abuse of school property including altering of computer settings or deleting files. Take pride in your school and report abuse to proper authorities. Students are allowed to use textbooks, library books, and other educational materials free of charge. Students and parents are responsible for any damage or loss of materials, including digital devices, issued to them.

TRESPASSING ON SCHOOL PROPERTY: All visitors who enter upon the premises of Wagoner Public Schools are required to obtain permission from the principal's office. New security measures include any visitor (including parents/guardians) to scan their driver's license to gain access to the office. Anyone asked to leave the school ground and who refuses to do so is guilty of trespassing. It is further established as a policy of the Wagoner Board of Education that the administration within this school system shall strictly enforce the provisions of Title 70 Oklahoma Statutes, Section 24-131 pertaining to the removal of persons out of school buildings and off school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

WEAPONS: It is the policy of the Wagoner Board of Education that possession of dangerous instruments or weapons on school premises or at school sponsored functions is forbidden. Dangerous instruments or weapons include, but not limited to, firearms (guns) fireworks, explosive, knives, razors, clubs, chains, or other instruments used to assault or injure. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

REFERENCE: 210.S.1280.1

NOTE: "School Property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than education.

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.

210. S.1280.5 provides that any person violating this statute, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars (5,000.00), and imprisonment for not more than one (1) year.

WEAPONS FREE SCHOOL: Any student at Wagoner Middle School who uses or possesses a firearm at the school, at any school-sponsored event, or in or upon any school property, including school transportation or school sponsored transportation will be removed from school for **NOT LESS than one calendar year**.

Fire arms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame of receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any more than four ounces, missiles having an explosives or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and surrendered only to the appropriate legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education in the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below...

“ ... any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spin or any other device in the hand of the knife, blackjack, loaded cane, billy club, hand chain, or metal knuckles, or any other offensive weapon.

Any student who violates this policy will be subject to the discipline which may include suspension upon one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

All students are responsible for the information and regulations in this handbook and are subject to all rules and regulations set forth by the Wagoner Board of Education, Oklahoma State Department of Education, and Oklahoma Secondary

Schools Activities Association. All personnel hired by the Wagoner Board of Education are authorized to enforce these rules and regulations.

NOTICE: Wagoner Middle School does not discriminate on the basis of Race, Color, National origin, Sex, or Handicapping condition, in any of their policies, practices, or procedures.

WPS SPECIAL EDUCATION SERVICES

CHILD FIND: In keeping with the philosophy, “ALL STUDENTS CAN LEARN”, students with disabilities are a primary concern of Wagoner Public Schools. Every child is entitled to an education based on his/her individual needs and abilities. In accordance with Public Law 101-476 and amendments, Wagoner Public Schools, District I019, provides the opportunity for a free and appropriate public education for disabled individuals from birth through 21 years of age. If you are the parent of an individual with established or suspected disabilities, or are aware of such individuals, please contact us regarding our programs.

For further information contact, Tammy McDaris, Administrator of Special Programs, 308 NE 2nd street, Wagoner, Ok., 74467, 918-485-4046 ext 2008.

SPECIAL EDUCATION PROGRAMS: Wagoner Public Schools provide a free and appropriate education for students with disabilities. The district’s special education programs and related services are specially designed instruction, at no cost to the parent, to meet the unique needs of all children with disabilities. These services also include identification and evaluation of students with both identified and suspected disabilities.

TITLE IX: Wagoner Schools does not discriminate on the basis of sex in admission to, or employment in its education program or activities.

Any inquiries to recipients concerning the application of Title IX and its implementing of regulations may be referred to Title IX coordinator, or to the Office for Civil Rights.

Coordinator: Dale Condict

Wagoner Public Schools
308 NE 2nd St.
Wagoner, OK 74467
(918) 485-4046