

WOODALL PUBLIC SCHOOL



Student Handbook 2018 – 2019

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

Linda Clinkenbeard, Superintendent
Ginger Knight, Principal
Jerrold Hood, Director of Operations
Kim Kocsis, Counseling Liaison
Billy Keys, Athletic Director
Sally Stanley, Special Ed Director and 504 Compliance Coordinator

Board of Education

Tony Delmedico
Eddie Malloy
Anthony Cornell

President
Vice-President
Board Clerk

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 ideals and standards of WPS.

This handbook will be used as a guideline for students and staff. It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook.

WOODALL PUBLIC SCHOOL
Linda Clinkenbeard, Superintendent
Ginger Knight, Principal

14090 West 835 Road
Tahlequah, Oklahoma 74464

Telephone (918) 456-1581

Fax (918)456-5015

August 2018

Dear Parents/Guardians:

There have been numerous changes made around campus this summer to the benefit of our students. It is important that our students and patrons have a pleasant, inviting, and safe climate for their school.

Whether this is your child's first year at Woodall or a returning year, it is my pleasure to welcome you to Woodall. I hope that you will be pleased with your child's experience at our school. It is the expressed intention of the Board of Education and school administration that there are open lines of communication with the patrons of the school district. It is with this in mind that this handbook has been prepared. Although, it is impossible to address every situation or issue, the handbook should provide the answers to most questions and provide a guideline for student expectations.

The primary purpose of any school is to provide for the education of students. It is the goal of Woodall Public Schools to provide that education in such a way as to help each child reach his or her full potential. Your participation in this endeavor is encouraged and your cooperation is essential. Individual parent-teacher conferences are scheduled twice each year and can be of great value to your child. Additional conferences with teachers or administrators can be arranged by contacting the office. I sincerely hope that you choose to be involved in the education of your child and I look forward to visiting with you at the various activities and events.

If you have any questions regarding the information provided in this handbook, please call or come to visit. Thank you for your support and cooperation in making this school year our best yet!

Sincerely,

Linda Clinkenbeard , Superintendent

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Linda Clinkenbeard, Superintendent
Ginger Knight, Principal

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Tahlequah, Oklahoma 74464

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August 2018

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 in regards to 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, 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 pupils to make intelligent judgments and decisions in their daily lives.
5. To improve instruction through the most efficient use of teachers' talents, curriculum time, physical facilities, and 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.

TABLE OF CONTENTS

<p>GENERAL INFORMATION p. 8 - 13</p> <ul style="list-style-type: none"> ● School Calendar ● After school program ● Asbestos Policy ● Assemblies/Concerts/Programs ● Breakfast Program ● Bulletins or Announcements ● Cafeteria Rules ● Cell Phone Usage ● Classroom Assignments of Students ● Closing of School ● Fundraising Campaigns ● Immunization ● Leaving School Grounds ● Library Rules ● Lice ● Lost and Found ● Lunch Program ● Medicine/Inhaler/Epinephrine Pen ● Parent/Teacher Conferences ● Playground Expectations ● School Phone ● School Resource Officer ● Student Lockers ● Students Suspected of Being Under the Influence/Possession ● Teacher Classroom Expectations ● Textbook and Netbooks Rules ● Video Surveillance ● Visitors ● Withdrawal from School <p>ATTENDANCE p. 13 - 14</p> <ul style="list-style-type: none"> ● School Attendance Policies and Procedures <ul style="list-style-type: none"> ○ Excused Absences ○ Absence by Arrangement ○ School Activity ○ Truancy ○ Excused Absences ○ Perfect Attendance ○ Tardies ○ Tardy Policy <p>BOARD POLICY REGARDING COMPLAINTS p. 15</p> <p>CURRICULUM / ACADEMIC ACHIEVEMENT p. 15-18</p> <ul style="list-style-type: none"> ● Grading <ul style="list-style-type: none"> ○ Students with Special Needs ○ Standard Grading System 	<ul style="list-style-type: none"> ○ Standard Grading System ○ Make-up Work ○ Parent Portal ○ Incompletes ○ Homework ○ Requesting Homework <ul style="list-style-type: none"> ● Superintendent's Honor Roll ● Principal's Honor Roll ● Valedictorian and Salutatorian ● Progress Reports ● Reports Cards ● Retention ● Retention Procedure ● Reading Sufficiency Act ● Eligibility ● 8th Grade Graduation ● Activity/Field Trips ● Academic Integrity ● Home School Re-Entry Based Promotion <p>DISCIPLINE p. 18 - 24</p> <ul style="list-style-type: none"> ● Student Behavior and Responsibility <ul style="list-style-type: none"> ● Responsibilities of Students ● Responsibilities of Parents ● Standards of Conducts ● Dress Code ● Dress Code Guidelines ● Tobacco, Alcohol, and Drug Policy ● Use or Possession of Illicit Substances ● Sale or Distribution of Illicit Substances ● Vandalism ● Dangerous Weapons ● Suspension of Students ● Bullying Policy <p>ENROLLMENT p. 24-25</p> <ul style="list-style-type: none"> ● Legal Residency ● Proof of Residency ● Residency Due Process ● Proof of Residence ● Emergency Transfer <p>EVALUATION p. 25-26</p> <p>FERPA p. 26-28</p> <ul style="list-style-type: none"> ● Non-Discrimination Policy <p>TRANSPORTATION POLICIES p. 28</p> <ul style="list-style-type: none"> ● Prior to the Loading the Bus ● On the Bus ● Leaving the Bus
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TRANSPORTATION POLICIES cont. p. 28

- Extracurricular Trips
- Discipline Procedures on the Bus

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY p. 29-32

- Personal Responsibility
- Terms of Acceptable Use
- Acceptable Uses
 - Education Purposes Only
 - Unacceptable Uses of Network
 - Netiquette
 - Cyber Bullying
- Internet Safety
 - General Warning
 - Personal Safety
 - “Hacking” – and Other Illegal Activities
 - Active Restriction Measures
- Privacy
- Failure to Follow Policy
- Warranties/Indemnification
- Updates

PUBLIC HEALTH FACT SHEET p. 33-34

- Meningococcal Disease
- Asbestos Free Notice

General Information

Woodall Public Schools | 2018-2019 CALENDAR

Total Days: 161 Instructional Days, 5 PD Days, 1 In-Service Day, 2 P/T Conference Days, =169 Days

4 Independence Day

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-2 Christmas Break
3 Classes Resume
21 Professional Day
31 Progress Report

6 In-Service
7 Professional Day
7 Open House
8 Non Contract Day
9 First Day Of School

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

15 PT-Makeup (no school)
18 Professional Day
28 End of 3rd Quarter

3 Labor Day (no school)
6 Progress Report
10 Parent Conf. 4-7
18 Parent Conf. 4-7

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 Parent Conf. 4-7
12 Parent Conf. 4-7
18-22 Spring Break

5 End of 1st Quarter
17 Professional Day
18 PT Makeup
19 Fall Break

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4 Progress Report
19 Snow Day
26 Snow Day

8 Progress Report
19-23 Thanksgiving Break

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 End of 4th Quarter
2 End of 2nd Semester
2 Last Day Of School

18 End of 2nd Quarter
18 End of 2nd Semester
19 Professional Day
20-31 Christmas Break

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

AFTER SCHOOL PROGRAM

A balanced snack is served to students each day in the after-school program. An application must be completed before a student can participate in the After School Program. The cost is \$20 per month per child. The Before School Program starts at 7:00 a.m. The After School Program begins at 3:15 p.m. and concludes at 5:30 p.m.

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. In live entertainment, the performers are very conscious of their audience. Most of our programs throughout the school year are on average one hour in length. 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 insure that students are accounted for properly. Parents must sign out students with the child's teacher or in the 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. Students not eating and arriving before 7:55 a.m., should sit in the back of the cafeteria.

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.

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 horse playing.

CELL PHONE USAGE

Students may bring cell phones to school. However, phones must be turned totally off (not on silent or vibrate) and kept out of sight during the school day. Unless, given permission to use the phone by their teacher for educational purposes. Cell phone use is at the discretion of each individual teacher and what he/she feels is best practice in his/her classroom.

Cell phone usage is a privilege. Students who violate the rules will have to turn in their phone to the principal's office. They may retrieve their phone at the end of the day. Repeated violation will result in loss of cell phone privileges.

Woodall Public Schools is not responsible for lost, damaged, or stolen phones.

CLASSROOM ASSIGNMENT OF STUDENTS (PreK-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 school is dismissed due to bad weather or unforeseen circumstances, 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 and send out automated messages via the School Messenger 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 anytime.

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 the teacher has made prior arrangements with 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 or the office.

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 enrollment packet) 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 evenings 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 at each school site. 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. **In order 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 may provide a School Resource Officer to the area schools. 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 EXPECTATIONS REGARDING PRIVACY

Administrators and school personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of the school. Additionally, bags, purses, and vehicles may also be searched by school officials when circumstances warrant the search.

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.

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.

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.**

TEXTBOOK OR NETBOOK RULES

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 located 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. WPS 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.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school the student must first get a withdrawal sheet from the counselor's 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. 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 illnesses with doctor's appointment documentation.
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

Documentation should be turned in to the office upon the student's return to school. ***Failure to provide documentation within 3 school days of the absence will result in the absence being listed as unexcused. An unexcused absence WILL count against a student's attendance academically.***

Absence by Arrangement: A student may take up to three days of absences by arrangement per school year. In order to take an absence by arrangement, the parent/guardian must submit, at least two days prior to the absence, a written request to the principal for approval. If the request is not made as required, the absence will be treated as an unexcused absence.

School Activity: Approved school activities and events are excused 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 trancies are subject to other discipline such as detention and/or suspension. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

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 District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

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

Our official school day begins at **8:00 a.m.**, and we have opportunities and supervision available for all students as early as 7:00 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 appointment that day. All students leaving before the end of the day MUST be signed out in the office.

Tardy Policy

The principal may assign disciplinary action beginning with the fourth tardy. The principal will count the tardiest as cumulative in all classes. Disciplinary action is determine at the discretion of the principal and may include any alternative available:

The following is an example of action that will be take place:

Tardy 1-3 – No consequences

Tardy 4-6 – Noon detention

Tardy 7-8 – Morning detention at 7:15 a.m.

Tardy 9-10 – Miss the next extracurricular activity

Tardy>10 - No extracurricular activity for the rest of the semester and the possibility of student transfer being revoked. Extracurricular activities include sports, field trips, clubs, and organization activities.

If a student misses a noon or morning detention, they move directly to the next consequence.

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.

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.

Standard Grading System

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

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. In cases of extended absence, arrangements for make-up work shall be made with the teacher.

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

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.woodall.k12.ok.us.

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.

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.

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.

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.

Retention

Confident, independent learners who are socially and academically ready will automatically move to the next grade. However, since students develop at different rates, some students may need an additional year at a particular grade to ensure his/her success later. Good attendance is vital in order to provide a student with every opportunity to be successful. Students that accumulate an excessive number of absences, late arrivals, and/or early dismissals may be retained as well.

A Pre-K through fourth grade student that has the ability to master grade-level skills, but whose performance is well below grade level, will be considered for retention. A 3rd grade student may be retained based on their reading scores on the statewide assessment. A 5th through 8th grade student that has failed two or more core subject areas at the conclusion of the existing school year will be academically retained in his/her current grade level.

Retention Procedure:

Notice of Academic Concern - At the conclusion of the first semester the classroom teacher(s) will formally notify the parent/guardian of a student whose performance is well below grade level or is failing

two or more core subject areas. This notification will be in the form of the District Retention Concern letter. The letter will list the courses and/or areas of concern and will be signed by the principal and classroom teacher(s).

Conference - In addition to sending the District Retention Concern letter, the classroom teacher will contact the parent/guardian to schedule a conference to discuss academic concerns and strategies that will enable the student to become academically successful.

Notice of Academic Retention - Before the conclusion of the school year the classroom teacher(s) will notify the parent/guardian of a student that is to be retained due to performing well below grade level or for failing two or more core subject areas. This notification will be in the form of the District Retention letter. This letter will list the courses that the student has received a failing grade in and will be signed by the classroom teacher(s). The letter must also include information regarding the retention appeal process. Teachers of our younger students may use a more grade friendly letter. This letter must have prior approval by the principal before it can be used.

Appeals Process - In the event that the parent/guardian wishes to appeal the retention of their child they must appeal in writing to the building principal. The appeals letter must include the parent/guardian's reasons for wanting to academically promote their child and must be received within ten business days of the date listed on the Notice of Academic Retention letter. Upon receiving the appeals letter, the principal will convene a retention appeals committee that will consist of three classroom teachers, the school counselor, and the district reading specialist. The committee will review each appeal and determine if promotion should be reconsidered. The committee decision will be shared with the parent/guardian the business day following the scheduled meeting.

Reading Sufficiency Act - The purpose of the Reading Sufficiency Act (RSA) is to ensure that all Oklahoma students are reading on grade level at the end of third grade (a critical juncture when students go from learning to read to reading to learn). RSA supports Oklahoma children in Kindergarten through third grade. Woodall Public Schools will follow all aspects of the RSA Law and the guidelines on retention and promotion. For further information on the Reading Sufficiency Act please see the principal or visit <http://sde.ok.gov/sde/reading-sufficiency> **Reference: 70 O.S. §24-114.1 and 70 O.S. §1210.508C**

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 of 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.

Eighth Grade Graduation

Attending graduation practice is mandatory in order for a student to take part in the graduation ceremony. Caps, gowns, and tassels will be provided by the district. Adornments of any kind on caps and gowns are not permitted.

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.

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/ Proficiency Based Promotion

Woodall offers testing two times a year for students to test out of a grade level and for home schoolchildren 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.

DISCIPLINE

STUDENT BEHAVIOR AND RESPONSIBILITY

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school. The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority.

Responsibilities of Students:

1. To obey all rules and regulations pertaining to students of WPS while on the school campus, while using district transportation and when representing WPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
 - be prompt and regular in attendance
 - complete school assignments on time
 - pay attention to teachers
 - learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of WPS.
4. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

Responsibilities of Parents:

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications, signing, and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.
 - It is the belief of the administration that the most effective discipline is self-discipline. Students in WPS are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.
 - The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.
 - In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.
 - Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

Standards of Conduct

It is the belief of Woodall Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to

attend a school in which an atmosphere conducive to learning exists. Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Woodall Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation, and bullying. Threatening behavior by electronic communication is prohibited.

Students shall not engage in any of the following activities while on Woodall School grounds, at Woodall School Activities, or in/on transportation to or from Woodall School.

1. Possession of a dangerous weapon as described in Section 20-1 of the Oklahoma Statutes.
2. Possession, sale, use of, or being under the influence of alcohol or drugs/drug paraphernalia.
3. Fighting.
4. Bullying, harassment, or hazing.
5. Physical or verbal abuse of any Woodall employee.
6. Possession of any tobacco products/paraphernalia.
7. Destruction or defacing of school property (vandalism).
8. Profane, vulgar, sexist, or racist language.
9. Disrespectful or defiant behavior.
10. Falsifying information and or lying to any Woodall employee.
11. Theft.
12. Gambling.
13. Public displays of affection – holding hands, kissing, inappropriate touching, etc.
14. Music devices of any kind should only be on campus and in a teacher's room when that teacher has previously given the student's permission.
15. Toys should not be brought to school. This includes electronic games and fidget spinners.
16. Wear clothing that is deemed disruptive.
17. Leave campus without permission.
18. Skip school or any part of the school day (truancy).

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.

Violations of the school rules or policies will be dealt with using one or more of the following actions according to the severity of the offense:

1. Verbal or written warning.
2. Parent notification with documentation.
3. Student conference with teacher, and/or administrator, and/or parent.
4. Counselor referral.
5. Behavior contract
6. Financial restitution for damaged property
7. Loss of privileges – activity/field trips, extracurricular activities, recess, etc.
8. Lunch detention.
9. Community service (with parent approval)
10. Before or after school detention
11. In school or out of school suspension.
12. Notification of law enforcement.
13. Referral to appropriate social agency
14. Permanent change in placement.

Dress Code

Our dress code is stricter than that of everyday social wear for many of our students. Many of the tops, shorts, and pants worn are perfectly acceptable outside of school but do not meet the guidelines that we have set forth. Many of the popular styles sold at stores currently are neat and attractive and desired by our students, however, they still can be inappropriate for our school. At Woodall, our dress code will lean to the side of modesty. No dress or hairstyle will be permitted that are distractions to the educational process or are dangerous in any way.

Dress Code Guidelines

1. Length of attire: The length of shorts/skirts/dresses for 3rd-8th grade students must be below the middle of the thigh at all times, sitting and standing. Shirts, blouses, sweatshirts, etc. should always, even when sitting, touch below the tops of pants. A good check for shirts is if it cannot remain tucked in when arms are raised up over your head, then do not wear it.
2. The following clothing items are not to be worn at school or school functions:
 - When jeggings, leggings, or tights are worn the bottom must be completely covered by a shirt, top or blouse.
 - Pants with holes above the knees must be covered or something worn underneath.
 - Any clothing with mesh, sheer, or see-through material.
 - Halter (strapless tops).
 - Muscle shirts.
 - Cut-off sleeves.
 - Cut-off shorts.
 - 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 (unless otherwise specified).
 - No hats or sunglasses in buildings (unless otherwise specified).
 - No bandannas, rolled up pant legs, head or wrist bands, or sagging pants.
 - Facial jewelry is not permitted
 - Bra straps and/or bras should not be visible.
3. 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).
 - Flip-flops can be worn, but are strongly discouraged. Most students at Woodall have PE every day and most also participate in recess every day as well.

Any attire not specifically covered above that is still deemed inappropriate by principal will not be permitted.

Most dress code infractions can be handled very easily when students are cooperative. Students will be asked to change if a violation is made. So as not to disrupt the student's instructional day anymore than possible, if the student does not have the appropriate attire to change into, the student will be given clean alternative attire to wear for 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.

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.

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 Woodall Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violation 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 controlled substance
- 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
- Adjudication as a delinquent for a violent or non-violent offense
- Students in grades sixth thru eighth found to have assaulted, attempted or 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.

The superintendent has the right to revoke emergency transfers as well.

Bullying

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

The WPS 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 WPS 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 WPS Homeless Liaison at (918) 456-1581 to assist in completing immediate enrollment per the procedures in place with WPS.

Proof of Residence

Students enrolling in WPS 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. WPS 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 the WPS 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. In the event that 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.

Emergency Transfer

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of dropout recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying as defined in 70 O.K. § 24-100.3, and the receiving school district has verified that:
 - a. The student has been the victim of harassment, intimidation or bullying; and
 - b. The sending school district was notified of the incidents or incidents prior to the filing of the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade.

Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

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: **Linda Clinkenbeard, Superintendent, Woodall Public Schools, 14090 W. 835 Rd. Tahlequah, OK 74464. Telephone: 918-458-5444**

SECTION 438 OF PUBLIC LAW 93-380 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.

All of the above documents, when signed and dated, should become a part of 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 on the basis of race religion, gender, age, national origin, veteran status, or disability. 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 (Mrs. Knight) or the Superintendent (Mrs. Clinkenbeard).

TRANSPORTATION POLICIES

Prior to Loading the Bus (On the Road and at School)

1. Be on time at the designated bus stop – keep the bus on schedule.
2. Stay off the road at all times 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. Keep the bus clean at all times.
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 drivers 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.

INTERNET AND OTHER 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

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - 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.

3. **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.

4. **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 MySpace (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

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

6. 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 of 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