



**WEATHERFORD MIDDLE SCHOOL**

509 North Custer  
Weatherford, Oklahoma 73096  
Phone 580-772-2270  
Fax 580-774-1981

**STUDENT HANDBOOK 2009-2010**

Tim Merchant  
PRINCIPAL

Tim Palesano  
ASSISTANT PRINCIPAL

Name \_\_\_\_\_

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### **Nondiscrimination Statement**

It is the policy of the Weatherford Public Schools to provide equal opportunities without regard to race, sex, color, national origin, religion, age, marital or veteran status or disability in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to: Compliance Coordinator, 516 North Broadway, Weatherford, Oklahoma 73096, (580)772-3327.

### **Family Rights & Privacy Act (PL 93-380)**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and local school policy:

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over the other people's access to the students file.
3. The right to seek to correct the students educational record; in a hearing, if necessary.
4. The right to report violations of the Act to the Department of Education, Washington, D.,C,
5. The right to be informed about FERPA rights, NOTE: A translation of the FERPA will be provided for non-English speaking families upon request.
6. All rights and protections given parents under the FERPA and School policy shall transfer to the student when he/she reaches 18 or enrolls in a post secondary school. The student then becomes an "eligible student".

NOTE: No records shall be released to any individual, agency, or organization, unless exempt by law, without the WRITTEN consent of either the parent or an eligible student.

**Mission Statement  
Weatherford Middle School**

**The mission of Weatherford Middle School is to encourage students to become responsible, respectful, independent thinkers who reach their potential and are able to apply their knowledge to real life.**

Welcome to Weatherford Middle School. It will be our goal to encourage all students to be able to reach their educational potential while developing social and communicative skills. We are proud of our school and its continuing tradition of excellence. Cooperation is paramount. This handbook has been prepared for you and your parents. It states what we can expect from you and what you can expect from school. We must all work together to make our school a safe and productive place to live and learn. We invite you to visit [www.wpsok.org](http://www.wpsok.org) (**click on the Middle School picture**) for weekly lesson plans and school events. We are looking forward to a great year!

Tim Merchant  
Principal

Tim Palesano  
Assistant Principal

**Administrators & Office Staff**

Principal  
Vice Principal  
Counselor  
Secretaries

Tim Merchant  
Tim Palesano

Anita Mast / Marcy Murray

## Certified Staff

Veronica Aguinaga, Spanish Bob Bailey, Athletics Tom Bergman, P.E./Athletics Gary Blakley, Athletics Kelly Brack, Language Arts Tammy Butler, Media Asst. Kim Duerksen, Vocal Music Bryan Flaming, Social Studies Richard Folsom, Science Suzanne Franz, Science Todd Gaunt, Science/Athletics Jessica Gible, Math/Athletics Steven Gible, Language Arts/Athletics Darren Graumann, Agriculture Nancy Hamilton, Computer Science Vicki Harbison, Special Education	Kathy Harms, Title 1 Reading Dana Hickman, Soc.Studies/Ath Crystal Kippenberger, S.E. Linda Koebelen, Art Bud Lamke, Band Steve Leonard, Science Pat Lightfoot, Language Arts Susan McMican, Band Amber Morlan, Math Deb Morris, Math Debora Reynolds, Social Studies Lisa Seitter, Language Arts Rocky Shepherd, Technology Deborah Smith, Media Specialist Laurie Wood, Language Arts
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School Address: Weatherford Middle School  
                           509 N. Custer  
                           Weatherford, OK 73096  
 Web Address: [www.wpsok.org](http://www.wpsok.org) (click on Middle School)  
 Office Phone: (580)772-2270  
 School Hours: 8:10a.m.-3:20p.m  
 Office Hours: 7:30 a.m.-4:00 p.m.

### DAILY SCHEDULE

8 <sup>th</sup> Grade	7 <sup>th</sup> Grade	6 <sup>th</sup> Grade
1 <sup>st</sup> 8:10 – 8:58	1 <sup>st</sup> 8:10 – 8:58	1 <sup>st</sup> 8:10 – 8:58
2 <sup>nd</sup> 9:02 – 9:50	2 <sup>nd</sup> 9:02 – 9:50	2 <sup>nd</sup> 9:02 – 9:50
Advisory 9:54 – 10:24	Advisory 9:54 – 10:24	Advisory 9:54 – 10:24
3 <sup>rd</sup> 10:28 - 11:16	3 <sup>rd</sup> 10:28 - 11:16	3 <sup>rd</sup> 10:28 - 11:16
4 <sup>th</sup> 11:20 – 12:08	4 <sup>th</sup> 11:20 – 12:08	11:16 – 11:52 (Lunch)
12:08 – 12:44 (Lunch)	5 <sup>th</sup> 12:12 – 1:00	4 <sup>th</sup> 11:56 – 12:44
5 <sup>th</sup> 12:48 – 1:36	1:00 – 1:36 (Lunch)	5 <sup>th</sup> 12:48 – 1:36
6 <sup>th</sup> 1:40 – 2:28	6 <sup>th</sup> 1:40 – 2:28	6 <sup>th</sup> 1:40 – 2:28
7 <sup>th</sup> 2:32 – 3:20	7 <sup>th</sup> 2:32 – 3:20	7 <sup>th</sup> 2:32 – 3:20

## General Information

**A) Broadway Street:** Students need to exercise caution when crossing Broadway Street and never leave campus until dismissed from school.

**B) Bloodborne Pathogens:** Blood and other body fluids are handled using Universal Precautions approach. A student with clothing contaminated by blood or other body fluids must report to the office immediately.

**C) Change of Address:** If a student changes name, address or phone number, he/she must notify the office.

**D) Class Changes:** Class changes will be permitted in elective classes during the first two weeks of the semester. Changes may not be possible due to limited class sizes and availability. If a student or parent has a question regarding scheduling, an appointment should be made with the counselor. Students are discouraged from making this an alternative to solving problems with a class or teacher. Only the Principal may make schedule changes after the first two weeks of the semester.

**E) Closed Campus: MIDDLE SCHOOL STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL CAMPUS AT ANY TIME DURING THE SCHOOL DAY.**

**F) Dress Codes/Personal Appearance:** The appearance of any student is primarily the responsibility of that individual and their parents/guardians. We expect students to maintain an appearance that is not distracting to teachers, students or which interrupts the educational process of the school.

**All head coverings** must be removed when inside any building on the WMS campus and **shoes** must be worn at all times. “**Sagging**” pants are prohibited at WMS. **Unnatural hair coloring** must first be approved by the principal.

Any garment or accessory that displays or suggests immorality, vulgarity, tobacco, satanic messages, alcohol or other drugs OR WHICH IS DETERMINED TO BE DISRUPTIVE TO EDUCATION OR IS A **SAFETY CONCERN** will not be allowed.

**Shorts and skirts are to be no shorter than mid-thigh in length.**

**The following are prohibited:**

- Sleepwear
- Tank tops, spaghetti straps, halter tops and tube tops. ( Tops must cover lower torso with no skin visible between the top and the pants, shorts or skirts )
- Visible undergarments
- Holes in pants above the mid-thigh

Discipline for dress code violations includes, but is not limited to, corporal punishment, detention, suspension, conference with a counselor or principal, or In-School Placement. Judgment of a Principal or his designee concerning clothing is final.

**G) Elevator:** Students are not allowed on or near the elevator and must use the stairway.

**H) Advisory:** All students will be assigned to an Advisory Hour in which the focus will be to:

1. Increase the number of students scoring advanced on CRT's as well as reduce the number of students scoring unsatisfactory and limited knowledge.
2. Develop a positive learning environment for our students and staff.
3. Improve attendance

**I) Entrance:** Entry into Weatherford Middle School is prohibited until 8:05a.m. unless the student is attending a prearranged activity. Students are to remain outside or in the cafeteria if not attending a prearranged activity.

**J) Lockers:** Students will be assigned a specific locker during enrollment. It is highly recommended that each student have a lock on his/her locker. **Combination locks are best.** The student will provide his or her own lock as desired. Extra keys and combinations may be turned into the office. **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS LOST OR STOLEN FROM THE STUDENT LOCKERS.** Students should use **ONLY** the locker assigned to them. Decorating the front of the locker is prohibited.

**STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY RIGHTS TOWARDS SCHOOL OFFICIALS IN SCHOOL LOCKERS, DESKS, OR OTHER SCHOOL PROPERTY AT ANY TIME.**  
(OK 70-24-102)

**K) Lost and Found:** Articles found in & around the school should be turned in to the office where the owner may claim the item by identifying it. The school is not responsible for lost articles.

**L) Medication:** All medications must be checked in at the office with a parental permission note. The student should report to the office when it is time to take the medication. If the student has special needs please contact us and we will be glad to make arrangements.

**UNDER NO CIRCUMSTANCES MAY A STUDENT BRING MEDICATION OF ANY KIND TO SCHOOL OR TAKE MEDICATION OF ANY KIND WHILE AT SCHOOL WITHOUT FOLLOWING THE ABOVE PROCEDURE. STUDENTS FOUND TO BE IN VIOLATION ARE SUBJECT TO DISCIPLINARY ACTION INCLUDING SUSPENSION.**

**M) Parent Messages to Student:** Parents needing messages sent to their child should call before 2:10 p.m. We cannot guarantee that a message will be delivered after that time.

**N) School Sponsored Events:** Students who represent the school or who go with school groups to other schools or towns are subject to the authority of WMS faculty/sponsors just as if the students were on campus. All items sold at school are to be approved in advance by a principal. Profit-raising activities not sponsored or approved by the board of education are prohibited.

**O) Telephone Calls:** Students will not be called out of class for a telephone call except for Emergency Calls. A phone is provided in each classroom and the main office for emergency student use.

**P) Textbooks:** The textbooks & workbooks students will be using will be furnished by the school. They must be kept in good condition and turned in at the end of the year or upon withdrawal from school. The student must pay for lost or damaged books.

**Q) Visitors:** All visitors must sign in at the office and receive an identification badge. Because of possible interference, distractions, and insurance regulations, students from other schools are not allowed on the WMS campus during the school day.

**R) Valentine Day Deliveries to Weatherford Public Schools:** Weatherford Public Schools will **NOT** be accepting any Valentine related deliveries of items to the school sites for all students and staff. This will include flowers, balloons, gifts, and food items. Issues of concern are safety of students loading and unloading vehicles, safety of students on buses, loss of classroom time for staff and students, disruption of office efficiency, theft of items, damaged/hurt feelings of students, and competition among students. We appreciate your support with this matter.

## **Weatherford Public School Attendance Policy (FOE-R)**

### **Attendance Policy**

One of the most important factors contributing to success in the school is attendance. Prompt and regular attendance is a must if a student expects to succeed in the work assigned.

### **Tardy**

WMS Students will be considered tardy if they are not inside the classroom when the tardy bell finishes ringing. Being gone more than 15 minutes to any class may constitute an absence in that class. Excessive tardiness may result in penalties similar to those for truancy.

### **Excessive Absence**

Excessive absence is defined as a student with 10 or more absences per semester in a class for any reason except school activity absences. When a student acquires 10 absences (excused or unexcused) in a semester, credit for classes and/or promotion to the next grade level will not be given. An appeal to the Attendance Review Committee may be made upon request to hear extenuating circumstances concerning absences and review documentation over 9 absences. The principal will appoint the members of the committee. When coming before the committee, all absences must be supported with proper written documentation. The school will pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law if necessary.

### **Excessive Absence Appeal Process**

If a student accumulates 10 or more absences per semester (excused or unexcused) and believes that special circumstances exist which should be considered, the student and parent/guardian may request a hearing for consideration of the granting of credit. Such a request must be in writing and presented to the building principal.

The student's Attendance Review Committee (consisting of an administrator, counselor, and 3 classroom teachers) will schedule a hearing when classes are not in session on a regular school day. The student must be allowed a minimum of five school days following notification of the hearing date in order to gather evidence, (such as hospital records, doctor report, etc.) contact witnesses, and prepare his case.

The student will be allowed to present his/her case before the hearing panel. Following the presentation of evidence, the hearing panel shall be allowed executive session to discuss and study the case. Following the executive session, each panel member shall cast a ballot for or against the granting of credit. The ballots will be counted in the presence of the student. The granting of credit shall be determined by majority vote of the panel. In case of a tie vote, credit will be granted.

The decision of the hearing panel shall be final and no other agency within the structure of Weatherford Public Schools shall have the authority to overturn that decision.

## **Types of Absence**

### **Excused Absence**

An excused absence occurs when the student is absent with the knowledge and approval of the guardian and school. The guardian must notify the school of the student's absence. Guardians are asked to call the school early the day the student is absent. Failure to do this could result in an unexcused absence and/or admittance problems to class for the student when they return to school. Students will be responsible for making up all work missed for full credit. If a student goes to a doctor, court appearance, or funeral in the immediate family, documentation must be brought to the office when returning to school. Four (4) absences per semester with knowledge and approval of the guardian and school will be excused absences. Any absence beyond four (4) excused absences per semester will be marked unexcused unless the parent or guardian provides proper medical documentation.

### **Truant/Unexcused Absence**

A truant/unexcused absence occurs when the student is absent from school without the knowledge and approval of the guardian and school. The student will be allowed to make up all work missed for full credit. However, student will be subject to disciplinary action.

### **Admission After Absence**

Students should report to the office before reporting to class after an absence. Time given to make-up work will correspond to time of the absence. A student will have one make-up day for each day absent. Example: A student gone on Tuesday, back on Wednesday, has all work due Thursday. It is the student's responsibility to make arrangements with the teacher to make up the work for full credit.

### **Oklahoma Laws on School Attendance**

*"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 attendance officer 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." (70-10-106)*

#### **Section 229. Neglect or Refusal to Compel Child to Attend School**

*A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.*

*B. It shall be unlawful for any child who is over the age of twelve (12) years and under the ages of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.*

*C. Any parent, guardian, custodian, child or other person violating any of the provisions of the section, upon conviction, shall be guilty of a misdemeanor. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.*

### **Reporting Requirements of School**

Custer County has established a truancy court. If a child is absent without a valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse ten (10) or more days or parts of days within a semester, the school is required by law to notify the District Attorney. (A valid excused absence occurs when the student is absent with the knowledge and approval of the guardian and school.) Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

### **Activity Absence**

An *activity absence* is given when the student is engaged in a school sponsored activity sponsored by a school official or other activity sponsored by an outside agency/organization when approved by school administration, providing the student meets eligibility requirements. Students with an absence coded as school activity are responsible for obtaining assignments and turning in missed work for full credit. Assignments or tests will be due or taken upon return to class. The instructor may grant additional time to complete work.

### **15-Day Activity Absences Rule**

The student's first obligation should be academic and to maintain a strict attendance in that program. The limitation by the State Board of Education for activity absences should be considered when enrollment is considered. Student should attempt a program of study that will afford them maximum educational opportunities and experiences for a successful year.

In accordance with the guidelines set by the State Board of Education, the Weatherford Public School Board of Education has approved the increase of 5 additional activity absences per student. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom will be fifteen (15) days for any one (1) class period of each school year. District, Regional, Area, and State (requiring an earned invitation) contests do not count against the fifteen (15) days. By limitation of the State Board of Education, there are no exceptions to this rule.

It is the responsibility of the parent/guardian to notify the school when a student is absent. If a phone call is not possible, the student must bring a note signed by a parent/guardian when returning to school. Any absence not cleared by a parent/guardian will be entered as an unexcused absence. Each student is responsible for making arrangements with teachers for the instruction missed during any absence. Lessons may be obtained at [www.wpsok.org](http://www.wpsok.org) or by calling the WMS office to request assignments.

**Unexcused absences may result in disciplinary action and/or referral to authorities for truancy.**

**5) Absence due to out-of-school Suspension:**

A suspended student will be given all assignments for the period of suspension. All work is due in the office on the day the student returns to school.

**C) Homework Assignments When Absent:** Students are expected to make up all work missed. A student will have one make-up day for each day absent. Example: A student gone on Tuesday, back on Wednesday, has all work due Thursday. **It is the student's responsibility to make arrangements with the teacher to make up the work.** Visit our website at [www.wpsok.org](http://www.wpsok.org) for weekly lesson plans and important events. Homework assignments requested before 11:00 a.m. may be picked up after 2:30 p.m. Requests made after 11:00 a.m. may not be complete due to faculty that teach part-time.

**F) Checking Out of School for Part of the Day:**

Students are permitted to leave the campus during school hours only when the parent/guardian or person designated by the parent/guardian comes in person to the school's office to sign the student out. When a student needs to leave school for any reason during the school day, she/he must first report to the office.

### **G) Semester Test Policy**

Weatherford Middle School requires students to complete a semester/benchmark exam in every subject area at the end of each semester. In fairness to all students, no semester test will be given early.

**H) Tardiness: (OK 706-114)** Students are expected to be punctual in arriving at assigned areas. Excessive tardiness will be handled according to the discipline policy as outlined below. Any student who misses more than 15 minutes of class will be recorded as absent and absence regulations apply.

### **TARDINESS REGULATIONS AND DISCIPLINE ( Per Semester )**

1. The teacher will record and determine any discipline for the **first three** (3) tardies.
2. On the fourth tardy and each tardy thereafter, the office will notify the student and determine the discipline.
3. Discipline for excessive tardiness will consist of detention and ISP.

### **Student Behavior**

Weatherford Middle School's discipline policies are made to protect persons and property and to help young people accept responsibilities and consequences of their behavior.

Students need to remember that they are citizens of a school community and have duties as well as rights. Students are responsible for knowing and following the rules and accepting the consequences for misconduct.

**A) Campus-Wide Rules:** The following procedures and rules apply to the entire Weatherford Middle School Campus:

- 1. CANDY AND SOFT DRINKS:** Students are allowed to purchase beverages and snacks from only vending machines on campus. No outside food or drinks allowed away from the cafeteria. However, this is a privilege that can and will be removed if misuse occurs. Students are not allowed to have open drinks in the halls of the main building. Teachers may prevent the consumption of candy and soft drinks in their room.

**2. ELECTRONIC DEVICES AND TOYS** such as a radio, tape, & CD player, mp3 players, i-pods, video games, lasers, etc are not allowed on campus. Any disruption caused by an electronic device or toy may result in disciplinary action, including confiscation of the item.

**3. THE USE OF CELL PHONES OR OTHER COMMUNICATION DEVICES** is not allowed during school hours (8:05 – 3:20). Any disruption caused by the use of a cell phone is a violation. Violation of the rule may result in temporary confiscation of the item and/or other disciplinary action.

**4. PUBLIC DISPLAY OF AFFECTION:** WMS emphasizes that students do not show any types of public display of affection while on school grounds or at school events or function.

**B) Discipline administered by a Principal:** Students referred to the Principal's office are subject to the following disciplinary actions: WMS detention (3:25 pm-4:00 pm), work duty, corporal punishment, morning or lunch detention, parent contact, search of student or property, police notification, In-School placement, suspension *or other action as determined by a principal*.

**NOTE - IT IS THE RESPONSIBILITY OF THE STUDENT TO NOTIFY A PARENT AND MAKE TRAVEL ARRANGEMENTS IF ASSIGNED A DETENTION.**

**C) Classroom Discipline:** Each teacher will discuss with his/her students the Classroom Discipline Plan for that class. Behaviors that fail to respond to the Classroom Discipline Plan will result in the student being referred to the office. A teacher may implement his or her own after-school detention. The length of a classroom detention will be determined by the teacher. Students failing to attend an after-school classroom detention assigned by a teacher will be subject to further disciplinary action determined by the principal. A reasonable time frame to complete the detention will be allowed.

**D) Emergency Suspension:** A principal shall have the authority to immediately suspend any pupil who is guilty of any of the following acts, some of which have previously been stated.

1. Possession, threat, or use of dangerous weapons as defined.
2. Assault upon any staff member or student.
3. Possession or use of any narcotic drug, stimulant, barbiturate, or alcohol.
4. Conduct which jeopardizes the safety of others.
5. Conduct calculated to disrupt the operations of the school.

**E) Immediate Referral to the Office:** THE FOLLOWING BEHAVIORS MAY RESULT IN IMMEDIATE REFERRAL TO THE OFFICE. DISCIPLINE MAY INCLUDE, BUT IS NOT LIMITED TO, PARENT CONTACT, DETENTION, WORK DUTY, SUSPENSION, CORPORAL PUNISHMENT, ALTERNATIVE PLACEMENT OR EXPULSION:

**1. DRUGS/ALCOHOLIC BEVERAGES (OK 63-201):** Any pupil found to be in possession of controlled dangerous substances; selling, possessing or using any type of intoxicant including but not limited to, beer or other alcoholic beverage, marijuana, prescription or non-prescription medicines and inhalants, may be suspended for the rest of the semester and the succeeding semester. SEARCHES BY TRAINED DOG-WMS may use specially-trained dogs to sniff for concealed contraband, drugs or alcohol on school property.

**2. DESTRUCTION OF PROPERTY/VANDALISM:** Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, In-School Placement, or suspension may result. If you should see any damage to WMS property, please report it to a teacher or the office.

**3. FIGHTING OR ASSAULT:** Fighting or assault may result in parent contact, police notification, alternative placement, corporal punishment, counseling, suspension, or expulsion. Any student suspended for a fight or assault will be subject to charges being filed with the Police Department.

**4. HAZING:** No student organization or any student associated with any organization sanctioned or authorized by the Board of Education, shall participate in hazing. Hazing is defined as harassment by physical punishment, verbal criticism, or ridicule, or assignment of unnecessary or disagreeable work as part of initiation as a condition of membership in any student organization.

**5. PUSHING, HITTING, KICKING, RUNNING** in congested areas, or other excessively rough actions.

**6. SPITTING**

**7. STEALING/THEFT**

**8. BULLYING:** Intimidation of another student or staff through threats, insults or aggressive behavior. Any form of unwelcome behavior imposed upon a student by another person may be considered harassment. **Any student who exhibits "threatening behavior" is subject to immediate suspension, police notification, counseling, and parent contact. Threatening behavior as defined by school policy is that in which a student portrays that another person or persons may or will be harmed or killed.**

**9. THROWING/PROJECTING OF OBJECTS THAT MAY INJURE ANOTHER PERSON.**

**10. UNRULY CONDUCT AND/OR INSUBORDINATION-**Defiance, being disrespectful, or argumentative, written or verbal use of profane language or gestures or failure to comply with a reasonable request.

**11. Tobacco (OK 21-1341):** The possession or use of tobacco in any form on the school grounds or in the school building is strictly forbidden. Disciplinary action may include confiscation of the tobacco, parent notification, police notification, detention, corporal punishment, in-school placement or suspension.

**12. Weapons: (OK 21 1271)(OK 70 24-102)** Any pupil found to be in possession of a firearm at school or a school event, or found to be responsible for bringing a firearm to school or a school event, shall be in violation of the Federal Gun-Free Schools Act.

This law provides that the student shall be expelled from school for a period of not less than one year.

Possession or use of any other kind of weapon may result in severe disciplinary action including long-term suspension or expulsion.

Weapons are identified in two categories:

1. Items commonly used or designated to inflict bodily harm and/or intimidate other persons.(example-knife)
2. Items designed for other purposes but which could easily be used to inflict bodily harm or intimidate. Examples include, but are not limited to, belts, scissors or other sharp objects, rocks or sticks.

**F) Off-Campus Conduct:** STUDENTS ARE SUBJECT TO SCHOOL DISCIPLINE, UP TO AND INCLUDING SUSPENSION, EVEN IF THE MISCONDUCT OCCURS OFF SCHOOL PROPERTY DURING NON-SCHOOL TIME.

SCHOOL DISCIPLINE MAY RESULT:

1. If the incident was initiated on-campus.
2. If, after an off-campus incident, there is a concern that the student(s) will cause a disruption or be a threat to the safety or welfare of staff, other students, or school property.

## Grades and Grading

<b>A) Grading Scale:</b>	90 – 100	A	80 - 89	B
	70 - 79	C	60 – 69	D
	59 & below	F		

**B) Eligibility for Extra-Curricular Activity:** A student must meet all eligibility requirements in order to represent the school in any extra-curricular activity.

**C) Eligibility for Interscholastic Athletic Competition:**

Weatherford Middle School is a member of the Oklahoma Secondary School Activities Association (OSSAA) and abides by its rules of eligibility. No student can participate in athletics until a PHYSICAL EXAM and a PARENTAL CONSENT FORM are on file in the WMS office. The physical exam is required each year.

**D) Entrance Criteria for Honors Courses:**

ENGLISH: (must have two of the following to qualify)

1. 90% or above in total language AND total reading on an achievement test taken within the last 2 years or score advanced in reading AND writing on the OCCT.
2. 95% or above in current English class.
3. Recommendation from current English teacher

MATH: (must have two of the following to qualify)

1. 90% or above in total math on an achievement test taken within the last 2 years or score advanced in math on the OCCT.
2. 95% or above in current Math class.
3. Recommendation from current Math teacher.

## **Honor Roll**

There are two honor rolls based on semester grades of required classes. The Principal's Honor Roll is for students with a Grade Point Average of 3.5 to 3.9. The Superintendent's Honor Roll is for 4.0 Grade Point Average. Computation of honor roll is based upon actual letter grade earned. NOTE: letter grades for honors classes carry no additional grade point weight.

The Oklahoma Middle School Honor Society is for students in grades six, seven, and eight. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year.

## **Proficiency Based Promotion Policy**

Weatherford Public Schools offer students the opportunity to bypass a grade or subject in one or more areas of the core curriculum. Testing is offered twice per year at designated times.

If you should have further questions, contact your school site or Administration Office.

## Transportation

**A) Athletic Shuttle Bus:** Any 7<sup>th</sup> or 8<sup>th</sup> grade student who participates in athletics may be required to ride a shuttle bus to & from the High School. Disruptions on the shuttle bus will result in a referral for discipline being sent to the office. WMS discipline policy will be followed.

**B) Bicycles and Motorcycles:** Students may ride bicycles or motorcycles to school. They must be parked in the cycle parking area only and may not be moved during the school day. The school will not be responsible for the theft or vandalism of bicycles and motorcycles. The student must be a licensed driver in order to have a motorcycle. Students may not give rides to any other student. A STUDENT DRIVING A MOTORCYCLE TO WMS MUST REPORT TO THE OFFICE AND PRESENT A VALID LICENSE. 8th GRADERS DRIVING TO ATHLETICS AT THE HIGH SCHOOL MUST TURN IN A SIGNED PARENTAL CONSENT FORM.

**C) BUS:** Bus riding is a privilege that may be removed for disciplinary reasons. After a student gets on the bus he/she is under control of the bus driver. In the event of a discipline problem on the bus, the driver will file a conduct report. Discipline may include loss of riding privilege or other action as determined by a principal or his designee.

## **Lunch Information**

The school provides lunches each day. All meals must be paid for in advance. Students may pay for lunches before school in the cafeteria. Please do not attempt to pay for lunch while in line as this results in a slow-moving lunch line. Businesses are not permitted to deliver food to students at any time. Students are to stay in assigned areas during lunchtime. **Student visitors must have advanced approval from a principal.**

### **STUDENTS MUST USE THE FOLLOWING PROCEDURES DURING LUNCH:**

1. **6<sup>th</sup> 11:16; 7<sup>th</sup> 1:00; 8<sup>th</sup> 12:08.** REPORT IMMEDIATELY TO THE CAFETERIA. DO NOT WANDER AROUND OR VISIT IN THE HALLWAY OR OUTSIDE.
2. **6<sup>th</sup> 11:52; 7<sup>th</sup> 1:36; 8<sup>th</sup> 12:44.** STUDENTS MAY NOT LEAVE THE CAFETERIA UNTIL THIS TIME. A STAFF MEMBER ON LUNCH DUTY WILL NOTIFY STUDENTS WHEN THEY MAY LEAVE. STUDENTS THEN WILL EXIT THE EAST DOORS.
3. STUDENTS WHO LEAVE THE CAFETERIA MUST REMAIN OUTSIDE UNTIL THE BELL RINGS. **STUDENTS SHOULD BE VISIBLE TO THE STAFF MEMBER ON OUTSIDE DUTY AT ALL TIMES.**

## **Breakfast Information**

The school offers breakfast each school day from 7:30 a.m. to 8:05 a.m. Consumption is allowed only in the cafeteria. 7<sup>th</sup> Grade athletes may purchase a breakfast after 1<sup>st</sup> period.

## **Emergency Procedures**

**A) FIRE:** In case a fire should occur, every student and teacher should be familiar with a procedure for the evacuation of each building. When the alarm sounds, these general policies should be followed:

1. Students should walk in single file. DO NOT RUN.
2. Teachers should be the last out of the room. They should carry their class roll with them, turn off the light & close the door.
3. Classes should stay together as they leave the building.
4. So that class roll may be checked, talking should be kept to a minimum.

**B) STORM:** The storm alarm is activated by the City of Weatherford. When the storm alarm sounds, these general policies should be followed:

1. Students should move in an orderly and quick manner to the assigned area.
2. Teachers should take their class roll, turn off the light, and close the door. Classes should stay together

## **Student Directory Information**

This school district will maintain and release “directory information” without the parent’s prior written consent, unless the parent informs the school that any or all of the following information should not be released without prior consent.

The following information is designated as “**directory information**”: student’s name, address, telephone listing, and date and place of birth; parent or lawful custodian’s name, address and telephone listing; grade level classification; student’s participation in officially recognized activities and sports.

## WEB SITE

Weekly lesson plans, school events and important messages are available at [www.wpsok.org](http://www.wpsok.org) (click on the picture of WMS). Parents are encouraged to view our website and e-mail questions or concerns to our faculty and administration.

### DISTRICT INTERNET AND E-MAIL RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are **not** permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Changing settings of computers without permission of teacher.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Use of chat rooms.
- Checking personal email accounts not assigned by school officials.

**VIOLATIONS MAY RESULTS IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.**

## **To The Student**

This school has provided the information contained in this handbook for your convenience. We hope that you have taken the time to read and study it carefully. Any questions you may have should be brought to the attention of your teacher. He/She will discuss it with you.

We are pleased to have you as part of the Weatherford Middle School Student Body. We sincerely hope that your years at Weatherford Middle School will not only be successful but enjoyable as well.

## **To The Parent/Guardian**

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

1. Support the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness, and neatness of dress.
2. Maintain an active interest in the students' work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and conditions for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
4. Cooperate with the school in attending conferences set up for planning for its continuous maintenance and improvements.

Tim Merchant  
Tim Palesano  
Principals  
Weatherford Middle School

