



**MILLWOOD PUBLIC  
SCHOOLS**

# **STUDENT/PARENT HANDBOOK**

## **DISTRICT MISSION STATEMENT**

The mission of the Millwood Public School District is to prepare all students academically and socially for lifelong learning and achievement.

## **DISTRICT VISION STATEMENT**

The vision of the Millwood Public School District is a well-defined curriculum, taught by a core of competent, caring teachers with a high degree of active involvement by students, parents, staff, and community. The educational program will create decision makers capable of shaping their own futures. The school will be a place where students can and want to learn. The district will increase the quality and quantity of educational offerings to all students by hiring excellent employees who will be kept up to date by continuous professional development activities. Citizen support will be maintained at a high level because Millwood students will demonstrate a very high level of achievement. Additionally, facilities will be of high quality, well maintained, and equipped with the state of the art educational equipment.

## **DISTRICT PHILOSOPHY**

The philosophy of the Millwood Public School District is to utilize the best, research based teaching and learning strategies to provide effective instruction in basic skills, to develop the potential of all students, to develop the aesthetic values of good health, environment, culture, and country, to nurture a sense of individual worth and help students understand learning is a process that builds a foundation of lifelong achievement in a changing world. The district, in partnership with the community, is committed to serve all students with academic, cultural, vocational, technical career and extra-curricular programs that meet the highest standards of education excellence.

## **DISTRICT BELIEFS**

We Believe:

1. All children can learn and succeed.
2. Instructional leadership is essential.
3. Each student has unique and unlimited potential.
4. Quality education must be focused at the classroom level.
5. Curriculum must be organized, current, and sequential.
6. All students and staff should become technologically fluent.
7. The school is constantly in a state of development and change.
8. All students need and want the effects of rules and regulations, the results of which are: structure, fairness, and consistency.
9. All students need positive reinforcement.
10. Teaching skills to children should be application and performance based and provide for carryover into life-long learning.

Letter from Superintendent  
 District Mission Statement  
     District Vision Statement  
     District Philosophy  
     District's Beliefs

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**SCHOOL AND SERVICES DIRECTORY 33**

An exemption also exists for material under court order. Parents will be notified of such order.

### **Directory Information**

Parents may limit the release of directory information and will be notified annually of this right. The information contained below shall serve as this notice:

Certain personally identifiable information is considered directory information and is not an invasion of privacy if released to the public. Directory information includes, but is not limited to: name, 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 education agency or institution attended. (Board Policy I-03)

### **THE SCHOOL DAY**

MELA	7:55 a.m. - 3:40 p.m.
Middle School	8:20 a.m. - 3:55 p.m.
High School	8:20 a.m. - 3:55 p.m.

Students who remain on campus after the end of the regular school day are required to participate in after-school programs or activities. Unless under the direct supervision of staff members or prior arrangements have been made, students must vacate the building and campus within 15 minutes of the last class period. (Students must be picked up at designated location.)

Students are to arrive at school no earlier than thirty minutes before the first class period. (Board Policy I-11)

### **CANCELLATION OF SCHOOL**

In the event of severe weather or other emergencies, school may be canceled. Announcement of such a cancellation will be made no later than 6:00 a.m. on the day in question on television stations Channel 4, 5, 9, 25, 52 and 53; and on radio stations KTOK and KOMA/KOKC. An earlier notice will be given (such as the previous evening) and posted on the district website, mill-wood.ps.org when possible. Days canceled require adjustments in the calendar to meet state regulation for the number of days school must be in session.

### **TRANSPORTATION**

The Millwood Public School District provides transportation to students who live in designated areas within the district. When riding the buses, students must remain seated while the bus is in motion. The code of conduct applies when riding the bus as well as when a student is at school. Students are to catch the bus at their designated stop only and always cross in front of the bus when unloading.

Please notify the principal's office in advance and/or advise the homeroom teacher if there is a change in a student's mode of transportation. If no notification is received, the student will be expected to follow his or her regular transportation schedule and mode of school arrival and departure.

### **BUS IDENTIFICATION CARDS**

Only students who reside within the Millwood Public School District's boundaries will be transported to and from schools. Bus route identification cards may be computer generated and distributed to eligible students.

Bus drivers will have a computer-generated list of Millwood students who reside within district's boundaries and who reside along a respective route.

### **STUDENT DRIVERS AND AUTOMOBILE PARKING**

High school students with valid driver's licenses may be permitted to drive on campus and to use student parking. Student vehicles must be registered in the high school office. The fee for the parking permit is \$5.00. Any vehicle not displaying a Millwood Parking Permit after the second week after school starts will be towed at the parent/guardian's expense. The designated student parking area is north of the high school. The parking lots in other areas of the campus are reserved for staff and visitors.

Under no conditions are students allowed to use the elementary parking facilities or the band room parking lots. All fire lanes entering and exiting the campus must remain clear at all times. Ten miles per hour is the speed limit on the school campus. Driving privileges will be suspended if students violate the driving regulations.

**Neither the Millwood Public School District nor its staff shall be held responsible for damage to automobiles or for security of automobiles.**

### **CLOSED CAMPUS**

Once PreK-12 students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from building administrators to leave for a specific purpose. Exceptions to this policy are provided for students who attend classes at career-tech school; concurrent enrollment students and work experience.

**DISTRICT PERFORMANCE STANDARDS**

The Oklahoma State Department of Education has identified minimum performance standards referred to as the Priority Academic Student Skills (P.A.S.S) objectives. The objectives have been adopted by the district and incorporated in the district performance standards.

It is expected that each school and classroom will meet all of the following criteria:

1. At least 95% of all students at each grade level will demonstrate minimum academic mastery. Students who achieve minimum academic mastery have been prepared so that they will be predictably successful in the next grade in either their own school or in any other school in the nation. Minimum academic mastery is defined as the fortieth percentile on a standardized norm referenced test or mastery of a validated criterion reference test or end of instruction test.
2. At least 75% of all students will have grade point averages above 2.0 on a 4.0 scale; and the attendance rate will be 97% or above.
3. There is no significant difference between the proportion of youth demonstrating minimum academic mastery and those who show maximum mastery as a function of gender, race, or socioeconomic status.
4. The tardy rate will be no more than 5%.
5. The average ACT composite score is 20 or above at the high school.

The above conditions are to be obtained annually.

**HOMEWORK**

Homework is a means of reinforcing ideas, skills, and concepts presented in the classroom. The amount will vary depending upon need. Students out of school due to an illness or emergency will be allowed to make up missed assignments under the direct supervision and instruction from the teacher once they return to school. Students who are absent from school for prolonged illness should apply for homebound instruction through the guidance counselor or principal. (Regulation I-04-R1)

**GRADING SYSTEM**

The grading system is based on a point scale. It requires that grades be commensurate with the level of

challenge of the course. District standards and course expectations for receiving specific grades must be communicated clearly by the teachers.

At the beginning of a course, teachers shall inform students and parents in writing of the course requirements and grading procedures.

1. Homework will be checked or graded and homework grades will be recorded.
2. Students have one calendar day for each absence to make up classwork missed due to an absence. Non-completion of classwork will result in a "no grade" until the classwork is completed.
3. Students who are experiencing academic difficulties due to grades, homework, attendance, etc., shall receive a progress report regarding the specific performance deficiency not later than the fourth week of each quarter or when academic difficulties appear.
4. Grade Pre-K through 1 do not convert to a grade point average (GPA), Grades 2 through 12 will use the following grading scale:

**Regular**

A-----	4.0
B-----	3.0
C-----	2.0
D-----	1.0
F-----	0.0

**Honors**

A-----	4.5
B-----	3.5
C-----	2.5
D-----	1.5
F-----	0.0

## **COURSE SYLLABUS**

Each teacher in each grade will provide parents and/or students a brief course description or outline by the second week of school. The syllabus will include:

1. A brief description of the course content
2. General course procedures
3. References and supplementary materials
4. The grading system that will be used in the course
5. Classroom rules
6. Attendance procedures

## **EXAMINATIONS**

Instructors will give periodic exams to monitor student progress. All students are required to take final exams in every class in which they are enrolled.

1. Exams are structured to last the entire testing period.
2. No hall passes will be issued during the testing period.

## **REQUIREMENTS FOR GRADUATION**

In order to receive a high school diploma from Millwood Public Schools, a student must earn a minimum numbers of units in high school (grades 9-12).

**See Page 9 for Requirements.**

Students will be required to complete a minimum of 30 hours of community service prior to graduation from Millwood high School

## **COMMUNITY SERVICE**

Community service is donated service or activity that is performed for the benefit of the public, the community or its institution. Community service provides meaningful opportunities for learning beyond the classroom. It is service-learning. According to Family Career and Community Leaders of America, Inc. (FCCLA), community service helps young people build skills for family, career, and community roles; provides youth-centered learning experiences; and encourages young people to develop the positive character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Millwood High School students will be required to complete a minimum of 30 hours of community service prior to graduation from Millwood High School. Students seeing the Diploma of Distinction must complete a minimum of 40 hours of community service. Community service is required of students taking an AVID course.

Service-learning hours must be documented and submitted to the counselor or principal's designee. An official from the organization or institution must provide written certification that the student donated the service(s), the number of hours, and identify the service or activity.

Students are encouraged to contact the principal or counselor to determine if a specific activity or service qualifies for community service.

## **DIPLOMA OF DISTINCTION**

Any student with the intent of earning a Diploma of Distinction (Alpha Diploma) should consult with his or her counselor to obtain the Diploma of Distinction application form. The completed application form should be returned to the counselor as notice of the student's intent and to help ensure that the student receives guidance in completion of the requirements for the Diploma of Distinction.

### **Diploma of Distinction**

(Alpha Diploma)

1. Minimum G.P.A. of 3.25
2. 30 units with no grade lower than a "C" accepted.
3. Satisfactory or advanced on all ACE End of Instruction (EOI) exams.
4. 40 hours of community service.
5. Must have ACT or SAT score; ACT score of 20 or above or SAT score of 860 or above.

<b>PHYSICAL ACTIVITY ELECTIVE</b>					
Activity Elective (PE, JROTC, Dance, Band and/or Athletics) 4 units maximum may count for graduation	1 unit	Activity Elective (PE, JROTC, Dance, Band and/or Athletics) 4 units maximum may count for graduation	1 unit	Activity Elective (PE, JROTC, Dance, Band and/or Athletics) 4 units maximum may count for graduation	1 unit
<b>FINE ARTS</b>					
Fine Arts (aligned with SDE)	2 units	Fine Arts (can include art, music, speech or drama)	2 units	Fine Arts (can include art, music, speech or drama)	2 units
<b>TECHNOLOGY</b>					
Computer Technology	1 unit	Only technology courses approved for college admission (or 2 of same Foreign or Non-English Language)	1-2 units	Computer Technology	2 unit
<b>FOREIGN LANGUAGE</b>					
Foreign Language (Students are strongly encouraged to take foreign language)	0-2 units	Students are required to select between 2 units of the same foreign language or take one additional unit of computer technology.	1-2 units	Foreign Language	2 units
<b>OTHER ELECTIVES</b>					
Other approved electives to include .5 unit of Personal Financial Literacy and .5 unit of Career Exploration	3-5 units	Personal Financial Literacy	1 unit	Personal Financial Literacy	1 unit
		Career Exploration (can include courses taken in approved comprehensive high school vocational or career tech programs)	1 unit	Career Exploration (can include courses taken in approved comprehensive high school vocational or career tech programs)	1 unit
		Other approved electives	7-8 units	College Prep	1 unit
				Other approved electives	4 units
<b>TOTAL UNITS</b>	<b>23</b>	<b>TOTAL UNITS</b>	<b>30</b>	<b>TOTAL UNITS</b>	<b>30</b>
<b>Note: 1 UNIT = 2 CREDITS      30 UNITS = 60 CREDITS</b>					

<b>Diploma of Distinction</b>	<b>Unit</b>	<b>Class 2015</b>
English (Language Arts)	4	4
Science (Lab Science)	4	4
Oklahoma History	0.5	0.5
United States history	1	1
World History	1	1
Government	0.5	0.5
Economics	0.5	0.5
Geography	0.5	0.5
Mathematics (Algebra 1 or Higher)	4	4
Physical Education	1	1
**Fine Arts Electives	2	2
10 Computer Science	2	2

\* College Prep includes any non-required English, mathematics, social studies, sciences, foreign language, or computer science courses. Also, concurrent enrollment courses or vocational education courses that meet the requirements for college credits.

\*\*The Fine Arts includes art, music, speech or drama classes.

**ALL** Students shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate with a standard diploma:

1. ACE Algebra I;
2. ACE English; and
3. Two of the following five:
  - a. ACE Algebra II
  - b. ACE Biology I
  - c. ACE English III
  - d. ACE Geometry and
  - e. ACE United States History

The **valedictorians** and **salutatorians** shall be selected from the alpha honor students. The students with highest weighted grade point average shall be declared as valedictorians; the students with the second highest weighted grade point average shall be declared as salutatorians. Classification is done at the end of each school year unless a student will be reclassified in January.

### **PROMOTION**

Students who have not satisfactorily met the following criteria shall be recommended for retention:

Ninety percent (90%) attendance per semester  
Achievement

Score 25 percentile or above on a standardized norm referenced test and earn a grade point average of 1.50 or above.

A parent/guardian may appeal a recommended retention to the retention committee.

(Regulation J-12-R1)

Third graders must be proficient in reading before moving on to fourth grade. (Senate Bill 346)

### **PROFICIENCY TESTING PROGRAM**

Students will have the opportunity to demonstrate proficiency in the state learner outcomes in order to advance to the next level of study. In grades kindergarten through eight, students must demonstrate proficiency in the entire core curriculum of the grade. In grades nine through twelve, students may demonstrate proficiency in individual course subjects. Certain courses may require additional demonstration of proficiency.

the student-athlete has received a baccalaureate degree.

### **DIVISION II ACADEMIC ELIGIBILITY REQUIREMENTS**

If you enroll in a Division II college and want to participate in athletics or receive an athletic scholarship during your first year, you must:

- Graduate from high school;
- Complete these 14 core courses; 3 years of English, 2 years of math (Algebra I or higher); 2 years of natural or physical science; 2 extra years of English, math or natural or physical science, 2 years of social science; 3 years of extra core courses (from any category above, foreign language, or philosophy);

A student will be a “partial qualifier” if he or she does not meet all of the academic requirements listed above, but has graduated from high school and meets one of the following: The combined SAT score of 820 or ACT sum score of 68; or completion of the core courses with a 2.000 core course grade-point average.

A “partial qualifier” is eligible to practice with a team at its home facility and receive an athletics scholarship during his or her first year at a Division II school.

Details of these general requirements are contained in the following sections.

#### **DEFINITION OF A CORE COURSE (AS DEFINED BY THE NCAA)**

A core course must: be an academic course in one or a combination of these areas: English, mathematics, natural/physical science, social science, foreign language, or philosophy; be four-year college preparatory; and be at or above your high school’s regular academic level (no remedial, special education or compensatory courses).

The Millwood Public School District recommends that students acquire NCAA Clearinghouse eligibility forms during the first week of their senior year. Forms are available online [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Students are responsible for following the directions on the NCAA Clearinghouse form regarding mailing procedures and transcript requests. A list of Millwood courses that meet NCAA core course requirements is available in the counseling office. Students may obtain additional information by contacting:

**NCAA Initial-Eligibility Clearinghouse**  
**Phone: (877) 262-1492**  
[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

## **STUDENT LIFE – SECTION III**

### **STUDENT ATTENDANCE**

According to Oklahoma State Laws, the primary responsibility for regular school attendance is placed with the parents and students.

Excessive unexcused absences, nine (9) or more unexcused absences, during the course of a semester or four (4) or more absences, during the course of a Block term, will be considered sufficient cause for the teacher to report a grade of “F” for said period. A student will be withdrawn or dropped when the student has more than ten (10) consecutive days or parts of days of **unexcused** absences or fifteen (15) days or parts of days total unexcused absences during a single semester. Withdrawal for unexcused absences shall be reported to the Department of Public Safety. (References: HB2055; HB2692, Oklahoma State Statutes, Title 47, 6-107.3) An EXCUSED absence may be (but not limited to) hospitalization, contagious disease, defined religious holidays, or illness under the direct care of a physician.

Every attempt will be made by the attendance personnel or counseling personnel to contact parents of absent students on a daily basis. To assist in this area, parents are asked to adhere to the following guidelines:

1. If the student is to be absent from school, the parent/guardian must call the school office.
2. If there is a change of the home or work telephone number where the parent/guardian can be reached, please notify the respective office.

<b>MELA</b>	<b>475-1004</b>
<b>Middle School</b>	<b>478-0360</b>
<b>High School</b>	<b>475-1006 or 478-0504</b>

If it is necessary for a student to be absent from school three consecutive days, the parent/guardian should notify school authorities of the situation. Parents/guardians may request assignments from the counselor’s office. The school must have at least one full day to obtain assignments from teachers.  
 (Board Policy J-30)

### **ATTENDANCE/ACTIVITIES**

All absences from school to participate in approved cocurricular activities shall not exceed ten (10) absences per class, per school year for activities, nor a total of 15 per year period.

circumstances should items be left outside the locker. All items must be inside and not hanging out a locker. Students will be expected to pay for damages to school owned locks and lockers arising from abuse, carelessness and/or neglect. Lockers should be cleaned weekly. Neither food nor drinks nor other liquids should be stored in lockers.

Students should provide their own locks for gym or band. The contents of gym lockers must be removed daily. The school or school district will not assume responsibility for lost, stolen, damaged, or misplaced items. The school district is not responsible for items stolen from lockers or desks. Large amounts of money or items of high value should never be stored in lockers. **Students are responsible for their personal property/valuables.**

### **STUDENT PHOTOGRAPHS**

Individual and group student pictures will be taken by a professional photographer during the school year. Photographs must be paid for in advance (prepay plan) or at the time of the sitting, unless otherwise informed by the school administrator or designee. Within six weeks of the photography session, the pictured will be available

A retake day may be scheduled. If the parent or student is unhappy with the original pictures, retakes may be made. In order to have retakes at no additional cost, the entire package of pictures must be returned intact, uncut and undamaged.

### **STUDENT CLUBS OR ORGANIZATIONS**

Student organizations must be directly related to the curriculum. Membership in all student organizations is open to all students of the school without regard to race, color, gender, religions, handicap, creed, or nation origin. Such organizations will operate within the framework of state and federal law, statutes, Board policy, administrative rules and the parameters of the learning programs.

Each principal will develop general guidelines for the establishment and operation of student organizations within the school. Such guidelines will include the approval of the principal prior to the formation of any club or organization, assignment of at least one faculty advisor to each student organization and compliance with the provisions of Board policy.

The formation of any student organization that may engage in activities of an apparently controversial nature that may, in the opinion of the principal, interfere with the legitimate educational concerns of the school, will require approval of the Board. All students' organizations are required to open membership to all interested students. Secret societies, gangs or cults will not receive recognition in any manner.

A faculty advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

The principal is authorized to deny all requests for forming an organization when specified requirements are not met. When the principal denies the request of students desiring to form an organization in a particular school, the principal will inform the students of the reasons for the denial. The students may submit a written request to the superintendent or her/his designees within ten (10) days of the denial for a review of the principals' decision. The decision of the superintendent or her/his designee, after review of denial, will be final. (Board Policy J-18)

### **CLUB/ORGANIZATION MEETINGS**

Class and organizational meetings will be scheduled by the principal or principal's designee. Each school will disseminate a meeting schedule in September. Class or organization sponsors are required to attend all meetings. Sponsors are to coordinate all meetings with the principals or principal's designee.

### **CLASS DUES**

Class dues are set by the members of the class by majority vote. Once the class has decided on the amount of dues, every member of the class is obligated to pay the assessed amount during the current year. Maximum amount will be established by the principal and class sponsors.

### **EMERGENCY INFORMATION**

Student information is vital to the safety and well being of all students. Student information should be kept current and accurate. If and when changes are made, the parents or student should provide the principal's secretary with the updated information. The names, addresses and telephone numbers of at least two (2) persons should be given to the principal's office in case of an emergency.

is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all competitive sport activities in the District will be identified by the administration.

Consistent with Oklahoma law, the District will utilize guidelines developed with the Oklahoma Secondary Schools Activities Association (OSSAA), other pertinent information such as a notification letter to parents, and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries. The guidelines and information will also include the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student participants in competitive sports activities. The parents/guardians and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered sports activity. Until this acknowledgement, form is returned and on file with the District, the student may not practice or compete.

All coaches, including adjunct coaches and volunteers, will complete training as required in the District procedure. Additionally, all coaches of competitive sport activities will comply with OSSAA guidelines for the management of head injuries and concussions. (Board Policy J-38)

### INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

#### *What is meningococcal disease?*

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitides*. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

#### *Is this vaccine required to attend school in Oklahoma?*

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or campus student housing.

#### **Student Use of Tobacco**

The Surgeon General has determined that smoking is dangerous to health. Students are urged to abstain from the injurious habit of smoking or other use of tobacco.

### SECTION V

### STUDENT BEHAVIOR

Each student is held responsible for his/her personal action. The Board believes the right to attend Millwood

Public Schools carries with it the obligation to maintain acceptable behavior.

The common standard against which behavior is measured is that which is conducive to learning and a contribution to the general purpose and welfare of the school. Behavior other than those described below may also constitute unlawful or prohibited acts:

1. Bullying, cyber bullying, intimidation, harassment, or other form of persecution by student or employee is prohibited.
2. Fighting/Assault and Battery will not be tolerated at school, on school buses, at school-sponsored activities, functions or events.
3. Possession or use of tobacco is not permitted in school buildings, on school campuses, on buses, or at school sponsored activities, functions, or events.
4. The possession, use, transmittal, or being under the influence of any alcoholic beverage or drug is not permitted on school property or at school sponsored activities, functions, or events.
5. Any show of disrespect by word or action toward any staff member is prohibited.
6. Profanity and vulgarity are prohibited.
7. The possession, display, use and/or carrying of dangerous weapons shall be reported to a teacher and/or principal.
8. Defiance that may threaten the general discipline of the school or classroom is prohibited.
9. Parents and students are responsible for ensuring compliance with Millwood Public School's Uniform Dress Code. Pants must fit and be worn at the waist. Any wearing of apparel, which, in the opinion of the principal, is associated with gangs and/or drugs and/or becomes disruptive to the educational process will be banned. The wearer of such apparel shall be subjected to administrative disciplinary action.
10. A student who steals, maliciously destroys or defaces school property will be expected to make restitution as part of the penalty for such action. Malicious destruction cases may also be referred to the Police Department under the Oklahoma School Law.
11. Loitering in school buildings or upon school grounds is prohibited. Any person loitering is subject to administrative action.
12. The possession or use of wireless electronic communication devices by students on school property or at school sponsored activities, functions, or events are prohibited without prior written consent of both the parent/guardian and principal. This includes (but is not limited to)

6. Line up in an orderly single-file manner. Do not rush or push to get on the bus.
7. Be courteous. Do not take advantage of other children in order to get on the bus.

If there is no sidewalk to path, it is recommended that students walk to the side of the road facing traffic to get to the bus stop. Use the handrail and watch step when boarding the bus.

#### **While on the Bus**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. There should be no eating or drinking, loud talking, smoking, or unnecessary confusion at any time while on the bus. This diverts the driver's attention and may result in a serious accident.
4. Treat all bus equipment with respect. Damage to seats, etc., must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Do not leave books, lunches, or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles at all times.
8. No animals of any type are allowed on buses at any time.
9. Remain in the bus in case of road emergency unless directed to do otherwise by the bus driver.
10. Always remain in your seat while the bus is in motion.
11. Always be courteous to fellow students, the bus driver, and to passersby.
12. Keep absolutely quiet when approaching a railroad crossing.
13. The driver is responsible for controlling the bus riders. His/her directions must be obeyed promptly at all times.

#### **USE OF SCHOOL-OWNED PROPERTY**

Building administrators may allow students to use school-owned property when it is connected to school studies, co-curricular or extracurricular activities. A reasonable fee, not to exceed the actual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district will be charged.

#### **CARE OF SCHOOL PROPERTY**

Students shall be responsible for the proper use and care of school property. The parents or legal guardians of a student will be responsible for the payment of damages to school property.

The loss of all damaged materials must be paid before the end of the school year in which the loss or damaged occurred or before a student officially withdraws from the school district.

Students in the 12<sup>th</sup> grade who have not fulfilled these

obligations will be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

#### **FINANCIAL OBLIGATIONS**

Students and their parent/guardian are held financially accountable for all monetary debts they incur. Obligations will result from any losses to the district including (but not limited to) the following: lost and/or badly damaged books; lost or damaged locks; damage to any school property; debts to the library or cafeteria; unpaid school pictures; missing athletic uniforms and/or equipment; and missing band uniforms and/or instruments. Students will be penalized for unresolved obligations.

**Outstanding financial obligations are placed in the student's file and carried from school year to school year until paid.**

**(Regulation J-31-R1; State Statutes 70-16-131)**

#### **SCHOOL SUPPLIES**

Teachers will provide information concerning supplies and materials needed for school. Each student is responsible for furnishing his/her own pencils, pens, paper and notebooks as well as any other materials needed for school.

#### **RIGHT OF DUE PROCESS**

When students are referred to the administration for violations of board policies, discipline codes, or criminal acts, the administrator will afford the student due process.

The administrator will consider placement in an alternative detention classroom or alternative program prior to issuing a suspension. The nature of the offense and the level at which the student is within the school's discipline plan may be determining factors.

Students will be given an educational plan for core curriculum units to complete if a suspension is longer than five days.

#### **Short-Term Suspension**

A short-term suspension, also called summary suspension, is from one (1) to ten (10) days. The length of the suspension will be appropriate for the severity of the violation. The gathering and presentation of evidence for the short-term suspension is an informal process. The minimal requirement of due process can be satisfied when the student is told and shown in writing what she/he is accused of doing, what the factual basis of the accusations are, and given the opportunity to explain his/ her version of the facts.

#### **Right to Appeal**

Students suspended out-of-school for ten (10) days or less may appeal the decision to the school's appeal committee. The appeal committee shall determine

property. School personnel shall have access to school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

### **Interrogation and Searches**

When there is reason to believe that weapons, contraband, illegal and/or prohibited items are on a student's person, the Superintendent, principal, assistant principal or designee may authorize a search of the student's outer clothing for, the purpose of, removing such items.

At least one of the following reasons must exist for probable cause of any search:

- Will have received reliable information from an individual that he/she had actually seen a weapon, narcotics, contraband, illegal and/or prohibited items recently in the possession of the student to be search; or
- Will have personally observed a weapon, narcotics, contraband, illegal and/or prohibited items in the possession of the student to be search; or
- Will possess information that the student admitted possession of the weapon, narcotics, contraband, illegal and/or prohibited items and gave its location.

In any search the removal of a student's underwear is prohibited.

During any authorized search, the principal and/or assistant principal or designee will be present along with two other adult employees of the school. All will be of the same gender as the student being searched and such search will be conducted in an appropriate private area.

The reasonableness of a search of public school students in terms of the Fourth Amendment requires a balancing of the individual's rights against those of society taking into account all their circumstances. Factors to consider in making such determination include:

- The duties and responsibilities of the school officials with primary purpose and justification being the protection of health, safety and welfare of students, faculty, school property and the educational process.
- The student's age and conduct record.
- The necessity of conducting a warrantless search.

Search and/or seizure by law enforcement officials will occur only when a warrant exists authorizing such a search and/or seizure.

When there is reason to believe the weapons, narcotics, contraband, illegal and/or prohibited items are located in a student's desk, locker or other assigned property,

and there is reason to believe a student is using the desk, locker or automobile in such a way as to endanger his/her health or safety, or the health, safety, and right of others, the principal and/or an assistant principal or designee may authorize a search of such property for the purpose of removing such items.

Emergency situations may necessitate a search with or without the student's knowledge or consent. Whenever possible, the student should be aware of and involved in a search of such property so assigned. In the absence of the student, a second party will witness any search. (Board Policy J-21)

### **Student Conduct off School Grounds**

Students are subject to discipline, up to and including long-term suspension, for misconduct even if such misconduct occurs off school property and during non-school time. Students may be referred for discipline by any school employee for misconduct.

Such discipline may result:

- If the incident was initiated in the school building or on school grounds; or
- If the incident occurred or was initiated off school grounds and on non-school time; and
- If after the occurrence, there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school educational program or threaten the health, safety, or welfare of students and school property.

Examples of the type of off school property misconduct that may result in such discipline include (but are not limited to):

- Use, possession, sale or distribution of dangerous weapons, including knives or guns, or look alike facsimiles or any item that may be used as a weapon.
- Use, possession, sale or distribution of controlled substances and or synthetics,
- Use of physical force, verbal threats to do bodily and/or property harm.

Discipline up to and including long-term suspension maybe imposed, if it is determined that a student's:

- Use, possession or sale of controlled substances or synthetics in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of sales in the school;
- Use of any item used as a weapon with violent intent for injury (guns, etc.), or violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or
- Similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or bringing retaliation or revenge onto the

- overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person

If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

Students identified as being gang involved, influenced, or affiliated will be provided assistance, and/or programs, which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities, and promote membership in authorized school organization.

Training to provide increased awareness of the threat to the safety of students, staff, and school property which gang-related activity poses, shall be provided by security on an as-needed basis. Additional presentations will be made available to individual schools, staff, or students at the request of the principal. Presentations will provide training in current identification symbols used by those involved in gang-related activity and will include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information. (Board Policy J-20)

### **DANGEROUS WEAPONS**

The use, display, possession, and/or the carrying of dangerous weapons or replica by students, employees, or others, either in a vehicle or about the person when on district property, at a school sponsored activity, or on a school bus is prohibited. Dangerous weapons include (but are not limited to) automatic or semi-automatic weapons, rifles, shotguns, any pistols, revolvers, b.b. guns, pellet guns, or any imitation firearm; daggers, bowie knives, dirk knives, switchblade knives, spring type knives, swords and knives having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, manually operated pocketknives, box knives, utility or scouting type knives; ammunition clips for automatic weapons; blackjacks; loaded canes, Billy hand chains, metal knuckles, pipes; chemicals; or any offensive weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded; or objects considered dangerous or capable of inflicting serious bodily harm. Police will be allowed to carry weapons in the performance of their duties.

If a teacher or other school employee should find a student in possession of a dangerous weapon, she/he shall secure the safety of the other students and notify the principal. If safety permits, the weapon should be confiscated. The principal shall notify the police department and the superintendent of schools.

A student acting in an aggressive or belligerent manner

with any article will be administratively judged to be in possession of a weapon. Disciplinary action will be taken.

Secondary school students (grades 6 through 12) in violation of this policy shall be given a long-term suspension. The facts surrounding the misconduct, as determined at the evidentiary hearing, will determine the length of the suspension period. That time may include the balance of the semester in which the infraction occurs and the succeeding semester.

Elementary students (grades Pre-K through 5) in violation of Board Policy J-28, Dangerous Weapons, are subject to a short-term suspension or a long-term suspension as determined at the evidentiary hearing.

Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or another weapon as defined in Board Policy J-28, Dangerous Weapon, may be subject to suspension for a time determined by the principal. Such time may include the balance of the semester in which the infraction occurred and the succeeding semester.

Administrators or other delegated school officials will confiscate any article identified as a weapon in Board Policy J-28, Dangerous Weapon. All confiscated weapons will be turned over to the police department.

When a violation occurs, the principal will notify the parent/guardian. The student will be suspended up to ten (10) days pending evidentiary hearing to determine the length of the suspension. (Board Policy J-28)

### **SEXUAL HARASSMENT**

The Millwood Public School District does not tolerate sexual harassment. All employees, students and patrons must avoid offensive behavior at work. All employees must keep the workplace and educational environment free of sexual harassment.

District policy prohibits unwelcome sexual advances, requests for sexual favors, with or without accompanying promise, threats, or reciprocal favors or actions; or other conduct of a sexual nature which has the purpose or effect of affecting an employee's or student's performance or which creates a hostile or offensive working environment. The victim can be male or female and need not be of the opposite gender. The victim does not have to be the person harassed in order to be directly affected by the offensive conduct. The harassment may occur without economic injury to or discharge of the victim. The harasser's conduct must be unwelcome.

It is in the complainant's interest to inform the harasser that the conduct is unwelcome. If the behavior continues, the complainant should use the appropriate complaint or grievance procedures.

available. If a special program is not offered in the district, special arrangements are made for the student to receive the special services in another school district. All personnel involved in a student's educational program must review the student's progress to verify the need for special education. Parental consent is required prior to special education evaluation and/or placement.

Special Education in the Millwood Public School District is comprised of special classes, programs, or services designed to meet the educational needs of exceptional children. Exceptional children are those children who deviate either intellectually, physically, socially, or emotionally so markedly from normally expected growth and development patterns that they are or will be unable to progress effectively in a regular school program.

Special education is available to eligible children from age 3 until graduation or age 21. If a special education student turns 21 during the school year, special education will continue until the end of the school year.

A preschool child requiring special education and related services is entitled to a free appropriate public education on or after the child's 3<sup>rd</sup> birthday. Eligibility for special education is determined by a multidisciplinary evaluation. The type and degree of exceptionality must be such that, without special education, it is unlikely that the child will be able to make satisfactory educational progress when reaching school age.

Teachers trained in special education provide instructional services to handicapped children in the Millwood Public School District. The extent of a special education teacher's involvement with a handicapped student will vary, depending upon the student's need for special instruction. The special education teacher and classroom teachers collaborate on the selection and modification of lessons and activities, which are designed to enhance student success in the regular classroom.

**Special Education Services**

The Millwood Public School District provides services to eligible students with disabilities through a continuum of educational environment. Students receive instruction in basic academic courses from certified special education teachers to individual and small group instruction designed to supplement or reinforce the regular classroom curriculum. The Individualized Education Program (IEP) determines the type and degree of services that will be provided. The district provides education services to eligible children from ages three through twenty-one. Students and parents are afforded all due process procedural safeguards as outlined in the Individuals with Disability Education Act (IDEA).

If an appropriate program cannot be provided in the Millwood Public School District, student may be

enrolled in special education programs in other districts through special transfers. The agreement is made between the Millwood Public School District and the receiving district at the expense of Millwood Public Schools.

Related services are additional services that are required in order for the student, with disabilities, to benefit from special education programming. They include: counseling, speech-language therapy, occupational therapy, physical therapy, transportation, and reevaluations.

**DESTRUCTION OF CONFIDENTIAL RECORDS**

Policies and Procedures for Special Education in Oklahoma require that Local Education Agencies (LEA's) protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages. All confidential records will be maintained for at least **five years** from the time they are generated. These records may be destroyed after the minimum period of five years, when determined that these records are no longer needed for educational purposes, and there is no outstanding request by a parent or eligible student to review records. If the records meet these requirements and the parent requests that these records be destroyed, the records must be destroyed by the LEA.

The Millwood Public School District will send written notification to parents or students who have reached the age of majority when it is determined that records are no longer needed. Oklahoma State law requires that written notification be given before the records are destroyed. Records will be destroyed sixty (60) days from the date of notification to allow parents or eligible student an opportunity to obtain the records before destruction.

**SCHOOL-WIDE TITLE I**

School-Wide Title I is an educational initiative designed to use available resources to improve the academic performance of all students in the elementary and middle schools. Extended day, week, and school year sessions may be made available to the students.

**EARLY ENTRY**

Screening is available for early entrance into elementary school. Peabody Picture Vocabulary and Early Prevention of School Failure Screening are two diagnostic tools administered. A committee would be established to review social and academic information and to make recommendations if testing data meet guidelines. Parents of the eligible child may meet with the committee to discuss findings. If the committee denies an early entrance request, the parent may appeal to the superintendent of schools.

**ACCELERATED AND ENRICHMENT PROGRAMS**

The media center is a centralized education material center. It is designed to help students and teachers individualize learning and to promote independent study. Passes are not required before or after school; however, students must be accompanied by a teacher or have a pass during the school hours. Students are encouraged to ask the librarian for assistance any time they need help with locating materials or using computers.

Students are to respect the rights of others by being courteous, quiet, and by returning books on time so that others may have access to them. Books may be checked out for a period of two weeks or longer if the need exists.

#### **Care of Textbooks and Library Books**

Students are responsible for all textbooks and library books issued to them during the school year. Payment for lost books is based on the REPLACEMENT cost. Textbooks are adopted for a period of six years and should be covered to help preserve them. Brown paper sacks make excellent book covers.

Transcripts or other records of the school relating to a student who fails to return a textbook or make payment for the textbook if not returned shall be withheld. "Transcript" shall include any record of a grade or grades given to a student by a teacher. (Oklahoma State Statue Section 342-B2)

Students must clear all obligations for lost books before another textbook will be issued to them, or before they are allowed to check out other media center materials. If the student finds the lost textbook or library book within the school year, a refund will be issued. Students are obligated to pay for torn books as well.

#### **Media Selection of Books and Other Materials**

The policy of the school media center for the selection of books and other materials shall follow standard evaluative criteria as described in professional library literature.

#### **Challenged Materials**

Any criticism of library books or materials should be submitted in writing to the media specialist. Forms for this purpose may be obtained in the media center. After the form is submitted, the media specialists will conference with the patron. If the patron still wishes to pursue the matter, the principal will establish a committee from among the faculty to evaluate the materials in question. The challenged materials may be withdrawn from the library pending a decision of the committee.

#### **INTRAMURAL ATHLETIC COMPETITION**

Varsity and intramural athletic competition is promoted as an extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. All students are encouraged to participate

#### **MILLWOOD CHILD NUTRITION PROGRAMS**

The Child Nutrition Department is proud to offer breakfast and lunch in three cafeterias and an after school snack program for enrichment/academic activities for all students. Breakfast and snacks are available during the extended year summer program.

Millwood Public Schools is a participant in the National Breakfast Program and the National School Lunch Program. Households are strongly encouraged to complete and return the Free and Reduced Lunch application before the first day of school or as soon as enrolled. It is only through the submission of a completed application that it can be determined if a household is eligible to participate in the free and reduced lunch programs. Each school year an application must be completed and submitted. Students will pay for their meals based on eligibility and only students with a current school Free and Reduced application that has been submitted and approved by the Child Nutrition Program will receive meals at free or reduced price. All other students Pre-K through 12th grade will pay full price for meals. Fast Food is not allowed in the cafeteria.

Cafeteria doors are open during designated serving periods. Visitors must check-in with the school office to join students and staff for lunch.

#### **2015-17 Meal Costs**

##### **Breakfast**

PreK-5	\$2.25
Middle School	\$2.35
High School	\$2.70

##### **Lunch**

PreK-5	\$2.35
Middle School	\$2.45
High School	\$2.80

**PARENTAL SATELLITE SUPPORT ORGANIZATIONS**

Parents are encouraged to become involved in all aspects of their child's learning. Being a parent volunteer and being an active member of at least one satellite organization are two ways to become involved.

Adult organizations that raise money and collect revenue for the benefit of students may petition the Millwood Board of Education for sanctioning. Only those student achievement programs and adult organizations sanctioned in accordance with Board Policy C-08, Sanctioning of Parent Organizations and Booster Groups, will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, Oklahoma Statute Title 70-5-129 and Board Policy D-07, School Activity Fund Management. Contact the principal's office for further information.

**Parent Teacher (Student) Association**

The Parent Teacher (Student) Association (PTSA) is open to all who are concerned with and interested in perpetuating the ideals and goals of maximum education opportunities for Millwood students. It is a district wide organization that meets monthly during the school year.

It functions to establish and maintain static free lines of communication between the school and community. The PTSA assists in making overall improvements in the school programs by making appropriated evaluations and recommendations. Guidelines and opportunities are created for positive face-to-face interaction between school and community.

**Millwood Athletic Boosters**

Millwood Athletic Boosters provide basic and active support for all athletic programs and activities. Members attend sporting events, sell tickets, monitor crowd activities, distribute programs, work in the concessions and support the Millwood athletes.

Regular monthly meetings are held. All supporters of Millwood athletics are encouraged to join a booster group for the school or specific sport.

**Millwood Band Boosters**

The primary purpose of this organization is to support all instrumental music department activities. The members chaperone band trips and finance the purchase of music, instruments, uniforms and supplemental materials. They assist the band director as needed.

Meetings are held once a month. Further information may be secured by calling the high school band office at (405) 478-1015.

**MILLWOOD VOLUNTEER APPRECIATION PROGRAM**

Volunteers are involved in a variety of ways in the life of the District. They serve on committees and advisory boards; they mentor students; and they facilitate student internships and community service projects.

Students and schools gain a great deal when every part of the community comes together to support education. The Millwood Volunteer Appreciation Program exists to recognize those persons who take time out of their busy schedule to support the work of Millwood's schools.

Volunteers shall complete the required form(s) for a felony background check.

**MILLWOOD PUBLIC SCHOOLS ENRICHMENT FOUNDATION, INC.**

The Millwood Public Schools Enrichment Foundation, Inc., is an independently operated, non-profit organization, dedicated to assist the schools in improving the quality of education in the community. This broadly based organization is exclusively educational and charitable.

Its purpose is to secure and distribute contributions from individuals, corporations and foundations for the benefit of the students in the Millwood Public Schools.

**SECTION V III**

**PUBLICATIONS**

**DISTRICT COMMUNICATION NEWSLETTERS**

The District Communication Newsletter, is published semi annual, electronically by the superintendent of schools and is mailed to all patrons with children enrolled at Millwood. Patrons who do not receive the newsletter should notify the superintendent's office.

**THE TALON**

The journalism club produces Millwood High School's yearbook, The Talon. It presents all phases of student life, including sports, clubs, academics and student activities throughout the year.

**SCHOOL OR SCHOOL ORGANIZATION NEWSLETTER**

A school or school organization may publish a periodic newsletter to apprise parents, students and patrons of pertinent school information. Student recognition and school updates may be features of the newsletter.

**STUDENT/PARENT HANDBOOK**

The Student/Parent Handbook provides information on general district procedures, student expectations and student/parent rights and responsibilities. It contains

May 12, 2001, the Millwood Field House was dedicated. The gymnasium was named Franklin-Spears Gymnasium in recognition of head coaches Varryl Franklin and Arnelia Spears.

Varryl Franklin is the most championed high school basketball coach in state history. The Millwood Falcons won the state championship under Franklin in '76 '78 '79, '80, '81, '85, '87, 88, '90, '91, '99, '06 '07 and '10 and '13. They were state runner-up in '77, '82, '89, '92, '93 and '97. He was selected the Oklahoma "Coach of the Year" in 1979, 1985, 1988 and 1990.

Millwood has been recognized (locally, statewide and nationally) for creating innovative, progressive, and results-oriented educational programs. Millwood was evaluated and recognized by the U.S. Department of Education in 1984 as one of the 44 best high schools in the Nation with "Excellence in Education."

Millwood has educated many outstanding students who continue to make significant and worthwhile contributions to our city, state and nation, such as Joe Carter, professional major league baseball star; Susie Maxwell Berning; Ellis Edwards, former state treasurer; and Clea Deatherage-Mitchell, former state senator. The district has a track record of success in maintaining academic excellence and being highly competitive in athletics.

In 1994, the Millwood school board hired its first female superintendent, Dr. Gloria Griffin. In 1995, district voters approved an annexation to the Francis Tuttle Vocational Technical Education District. In 1996, the district received a School-to-Work Urban/Rural Opportunities Grant. The first year budget of the 5-year project was \$101,766.

September 25, 1996, Millwood Public Schools, a member of the 12LIVE Consortium, was recognized for outstanding achievement in common education/vo-tech/higher education. At the 1997 Oklahoma Vocational Conference in Tulsa, Millwood Public Schools received the prestigious state Superintendent's Award for outstanding achievement in delivering quality vocation education.

The Pre-Kindergarten program was added to the primary school in 1995. In 1996 the fifth grade was moved from the middle school to the primary school. The primary school was changed to an elementary school with grades pre-kindergarten through six in 2001. School year 2004-2005, the middle level grades 7-8 were moved to the elementary program creating the PreK-8 School.

Millwood High School had its first Academic All-Stater in 1996, Annelle Johnson. She was a National Achievement Finalist and National Merit Scholar also.

In 1997, Keith Lewis was selected by the Oklahoma Foundation of Excellence to be of one hundred (100) Academic All-Staters. In recent history, there have been two student athlete scholars – Keith Lewis (1997) and Carroll Johnson (1999).

The graduating Class of 1999 marked a first by having a guest speaker for its commencement. The speaker was Dr. Dara Richardson, Class of 1981.

During Griffin's tenure, the district received technology, geography, health education, and distance learning grants. A Comprehensive School Reform Development grant established a mentoring initiative, H.O.S.T.S (Help One Student To Succeed), at the middle school in 1999. In January 2001, a state block grant enabled Mill- wood to employ the district's first school nurse, Mrs. Donna Meesey.

A 21<sup>st</sup> Century Community Learning Centers grant provided Millwood the opportunity to keep schools open longer to meet the needs of students and community. The 3-year grant, with an annual budget in excess of \$399,000, resulted in the implementation of school-linked services designed to have a positive impact on academic achievement. Linkages 21 was lunched June 1, 2001.

May 2, 2005, the Millwood Board of Education approved Millwood Enrichment School of Arts (MESA) as a grades 4-8 arts academy. The new school occupied the former middle school building, school year 2006- 2007 as Millwood Arts Academy. The fine arts programs that had made up the school within a school arts integration program continued at the south campus. The intense core curriculum includes strings, dance, visual arts and drama and vocal music. The Arts Academy is named a Demonstration School by the A+ Schools Network.

The Millwood Public School District has developed from a dependent rural school to an independent, progressive, suburban school system. In 1928, student enrollment was 40 and PTA membership was 11. In 1967, student enrollment was 800; PTA membership was 650. The elementary school had its first husband/wife president/vice president team in 1980. By 1991 student enrollment was 1,100. PTA membership was 105. During school 1998-1999, each of the schools established individual PTA units. There is noted increase in parental involvement at the local site level.

**SCHOOL AND SERVICES DIRECTORY**

**Millwood High School**  
6718 Martin Luther King Avenue  
(405) 478-0504  
(405) 478-4194 (FAX)

**Phredd Evans** Principal  
**Angelia Wilson** Counselor  
**Jacqueline Wright** School Secretary

**Millwood Arts Academy Middle School**  
6720 Martin Luther King Avenue  
(405) 478-0360  
(405) 475-1013(FAX)

**Warren Pete** Principal  
**Dawn Riley** Counselor  
**Petrina James** School Secretary

**Millwood Elementary Learning Academy**  
6710 Martin Luther King Avenue  
(405) 475-1004  
(405) 475-1009 (FAX)

**Candice Hamilton-Greene** Principal  
**Samone Thompson** Assistant Principal  
**Helen Bennett** Counselor  
**Amanda Ables** School Secretary

**Superintendent's Office**  
6724 Martin Luther King Avenue  
(405) 478-1336  
(405) 478-4698 (FAX)

**Cecilia J. Robinson-Woods, Ed.D.** Superintendent  
**Pamela Webster** Executive Assistant to the Superintendent  
**Shannon Hayes** Director Of Operations  
**Janice Neal** Business Manager  
**Jerisha Fields** School Logistic Manager  
**Lonnita Long** Facilities Manager

**Central Enrollment**  
6718 Martin Luther King Avenue  
(405) 478-1336  
(405) 478-4698

**Sherri Jordan** Registrar