

WELLS MIDDLE SCHOOL

Student & Parent Handbook

2026–2027

Grades 6–8
Catoosa Public Schools



BOARD OF EDUCATION & ADMINISTRATION

Board of Education

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Timothy Ray — Assistant Superintendent of Student Support Services

Paula Haueter — Executive Director of Secondary Instructional Services

Wells Middle School Administration

Rex Langley — Principal

Sandy Gilstrap — Assistant Principal

Chase Stookey — Dean of Students

Luanne Guerrero - Counselor

WELCOME

Dear Students and Families,

Welcome to the 2026–2027 school year! We are excited to partner with you as we begin another year of learning, growth, and success at Wells Middle School.

This handbook is designed to provide students and families with important information about school procedures, expectations, academic policies, student services, and opportunities available throughout the school year. We encourage every family to review this handbook together and refer to it whenever questions arise.

Our staff is committed to providing a safe, supportive, and engaging learning environment where every student is challenged to grow academically while developing responsibility, respect, and character.

Thank you for being part of the Wells Middle School family. We look forward to a fantastic school year!

Sincerely,

Rex Langley

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Arrival, Attendance & Student Procedures
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ARRIVAL & DISMISSAL PROCEDURES

School Hours

Middle School Day: 7:30 a.m. – 3:15 p.m.

- Doors Open / Breakfast Begins: 6:45 a.m.
- Students should not arrive before 6:45 a.m. unless participating in a supervised activity.
- Once students arrive on campus, they may not leave unless checked out through the office by an approved adult.

2026–2027 BELL SCHEDULE

Period	Time
1st	7:30 – 8:23
2nd	8:28 – 9:21
3rd	9:26 – 10:19
4th	10:24 – 11:17
Lunch	11:22 – 11:47
RTI	11:52 – 12:21
5th	12:26 – 1:19
6th	1:24 – 2:17
7th	2:22 – 3:15

MORNING ANNOUNCEMENTS

Each school day begins with the United States Pledge of Allegiance, the Oklahoma Flag Salute, and a moment of silence in accordance with Oklahoma law.

EARLY DISMISSAL

Students leaving school early must be checked out through the front office by an approved adult listed in PowerSchool. A valid photo ID is required. Early dismissals may count toward attendance in accordance with district policy.

ATTENDANCE

Regular attendance is essential for academic success. Parents/guardians should notify the school office as early as possible when a student is absent. Students are responsible for making up missed work according to district policy and teacher expectations.

PARENT REMINDER

Please notify the school before 7:30 a.m. whenever possible if your student will be absent.

ABSENCE CATEGORIES

Excused Absence – Verified according to district procedures.

Unexcused Absence – Not verified or not qualifying as excused.

School Activity – Does not count against attendance when approved by the school.

TARDY POLICY

Students are expected to be seated and ready to learn before the tardy bell rings. Students arriving late must report to the office for an admit slip.

Occurrence	Consequence
1st	Warning
2nd	Final Warning
3rd	Lunch Detention
4th	After-School Detention
5th+	Administrative Referral

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

Catoosa Public Schools complies with AHERA. The district's asbestos management plan is available for public inspection during normal business hours.

BULLYING PROTECTION ACT

Wells Middle School is committed to maintaining a safe and respectful learning environment. Bullying, cyberbullying, harassment, intimidation, hazing, and retaliation are prohibited. Reports will be investigated promptly in accordance with Oklahoma law and district policy.

BULLYING PREVENTION & REPORTING

Students, parents, and staff are encouraged to report bullying, harassment, intimidation, hazing, or cyberbullying immediately. Reports will be investigated promptly. Retaliation against any individual who reports bullying or participates in an investigation is prohibited.

Reporting Procedures

Report concerns to a teacher, counselor, assistant principal, or principal.

Parents will be contacted when appropriate.

Appropriate disciplinary and supportive interventions will be implemented.

Law enforcement may be contacted when required by law.

Student Life, Cafeteria & Organizations
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CAFETERIA

Breakfast and lunch will be prepared in the Dome for students. Cost of lunch and breakfast will be posted at each site and publicized prior to the beginning of school. Students are to pay for their lunches. Parents visiting the cafeteria to pay for school lunches, must check in at the front office to receive a visitor's badge.

Parents/Guardians are not permitted to bring outside food/beverages or visit their student during lunch. Applications for reduced or free meals for students may be obtained from any building office, at any time.

In order for the cafeteria to be a clean, orderly place where students want to come the following rules must be observed: (1) keep your place in line, (2) cafeteria food and drinks stay in the cafeteria, (3) pick up after yourself, and throw away your rubbish.

Student cafeteria Accounts Balance owed must be paid before the last day of school. Students will be unable to charge for breakfast or lunch during the school year.

Refunds from a student's prepaid cafeteria account will be made upon parental request (\$3 minimum). Such requests will be processed through the school board. If no request is made, the prepaid amount will be carried over to the next school year.

If the student leaves the school district without requesting a refund and the amount is \$3 or less, the money will be used as a donation to the child nutrition program. If the amount is more than \$3, after a request is processed, the money will be forwarded to the known address of the student.

Closed Campus

The halls are closed to students during lunch. No food or drinks are allowed outside of the cafeteria. During lunchtime, students should be in the cafeteria or on the playground. No food is allowed on the playground. Students are not allowed to be in the parking lot during the day including lunch times. Catoosa Schools has a policy of a closed campus for lunch. Students are not to leave campus during the lunch period without their parents physically checking them out in the front office and accompanying the student to lunch. Students are reminded that no visitors are allowed in the hallways, classrooms, cafeteria or parking lot during school hours. Parents bringing items to students during lunch or anytime of the day must sign in

through the office.

CAFETERIA EXPECTATIONS

- Stay in line
- Use respectful language
- Clean your table
- Follow staff directions

CLUBS & ORGANIZATIONS

Academic Team

Academic teams are competitive scholastic teams that compete with other schools in a “college bowl” or “Jeopardy” type format. Academic teams are made up of four to six players. Tryouts for the academic team are open to all students and are competitive in nature. Final selection of the teams is at the discretion of the academic team coach.

Student Council

Student Council is a chance for members to participate in activities that represent the school. These activities occur both in and out of school. To be able to participate in these activities, members may not have discipline problems. Being a Student Council member means representing Student Council and Wells Middle School.

Some of the activities that Student Council sponsors include: dances, candy grams sales, Red Ribbon Week, Teacher Appreciation Week, fundraisers for charities and American Education Week. Meetings will be announced. The Student Council Officers will consist of the following: President (8th grader), Vice President, Secretary, Treasurer, and Parliamentarian.

Elections for officers will be held at the end of the previous school year. To be eligible a student must fulfill the following requirements:

1. G.P.A. minimum of a 2.5, and must currently be enrolled in Wells Middle School for at least one semester. The president must be in the 8th grade. All other officers may consist of 7th and 8th graders.
2. Candidates must not have been asked to resign from the Student Council previously while at Wells Middle School. If the student receives a total of 2 preceding discipline consequences, the student will then resign from the Student Council for the current school year.

National Junior Honor Society

Membership in the National Junior Honor Society is an honor bestowed upon a

student. Students do not apply for membership. Selection for membership is by a Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Membership is not automatically conveyed upon a student simply because of academic performance. Only students who have attended Wells Middle School for at least one semester are eligible.

Once selected, members have the responsibility to continue to demonstrate these qualities. The national minimum standard for scholarship shall be a cumulative scholastic average of at least a 3.5 GPA (85%). Candidates shall then be evaluated on the basis of service projects throughout the year and during the summer.

JOM (Johnson O'Malley)

The JOM club at Wells Middle School, welcomes all students who have a CDIB and/or tribal membership card. The club holds meetings at various times throughout the year and tries to have a weekly meeting.

Independent Student-Organized Groups

Students will have the opportunity to create Student Organized groups if they so choose. They will require a teacher sponsor. More information can be obtained from Mr. Langley.

APPROVED COMMUNICATION PLATFORMS

Official school communication may occur through district-approved platforms including School Email, Google Workspace, Parent Square, SportsYou, and other district-approved communication systems.

Technology, Artificial Intelligence & Digital Citizenship
Wells Middle School • 2026–2027

SCHOOL-ISSUED TECHNOLOGY

Catoosa Public Schools provides Chromebooks and other instructional technology to support teaching and learning. Wells MS will be utilizing class sets of electronic devices, any device needed for coursework will be available in the room. .

DEVICE CARE & RESPONSIBILITY

Protect devices from damage and report problems immediately.

Do not remove district asset tags.

Keep food and drinks away from electronic devices.

Students may be financially responsible for damage caused by negligence.

INTERNET SAFETY & DIGITAL CITIZENSHIP

District technology resources are provided for educational purposes. Students are expected to communicate respectfully, protect passwords and personal information, and comply with all district technology policies.

PERSONAL ELECTRONIC DEVICES

In accordance with Oklahoma law, personal electronic devices are prohibited from bell to bell unless an approved exception applies. Devices should remain put away and silenced throughout the instructional day.

Infraction	Typical Consequence
1st	Confiscation and parent contact
2nd	Confiscation, parent contact, detention
3rd	Confiscation, parent meeting, ISS
Additional	Administrative discretion

ARTIFICIAL INTELLIGENCE (AI) USE

This Policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the District's educational standards and values.

1. AI systems and tools must comply with data privacy and security laws and policies.
2. AI systems and tools will serve to enhance the District's commitment to high-quality learning.

3. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and preserve the rigor and integrity of learning.
4. The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and should be adopted, implemented and utilized in ways that maximize equity of access, use and benefit.

Student Use Guidelines:

The use of Artificial Intelligence (AI) on school-issued devices is strictly limited and closely monitored. While AI can be a powerful educational tool when used correctly, it can also be misused in ways that are harmful, dishonest, and unsafe.

Teachers may permit or encourage or require the use of AI systems and tools for certain assignments. In each case, it will be clearly stated in the assignment or specified by the teacher. Use beyond the specified guidelines of the teacher or assignment should be understood as prohibited. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment.

1. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that some AI is prone to "hallucinations", false answers/information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, not a violation of any other individual or entity's property or privacy rights, and consistent with the District's academic policies.
2. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
3. Offenses or violations of this Policy will be addressed by the teacher and professional staff.
4. Violations of this section will result in immediate disciplinary action, including potential loss of device privileges, restricted network access, and further consequences as determined by school administration.
5. All AI use must comply with the "Student Guidelines for AI Use." No exceptions. Ignorance of the "Student Guidelines for AI Use" does not exempt students from responsibility.

Prohibited Uses:

AI shall not be used by any student, employee, or community member for:

1. Creating or distributing deepfakes or synthetic media intended to deceive
2. Bullying, impersonation, or harassment of any individual
3. Circumventing plagiarism or academic integrity policies
4. Accessing or transmitting inappropriate, harmful, or unlawful content

5. Students are prohibited from accessing or using AI chatbots, generative AI tools, or conversational AI platforms (including but not limited to ChatGPT, Google Gemini, character-based AI, or similar services) unless explicitly approved by school staff for a specific educational purpose.

Academic Integrity:

1. Use AI tools responsibly, ethically, and in accordance with this policy and teacher instructions
2. Assignments and assessments must emphasize original student thinking, reflection, and learning.
3. Students are required to disclose AI use per the Acceptable Use Rating Scale.
4. Never input personal information about themselves or other students into any AI tool
5. unless specifically directed by a teacher using an approved Tier 1 tool
6. Teachers will not rely solely on AI detection tools to determine academic dishonesty. Teachers may use a variety of district approved tools to verify originality of student work.

Definitions:

1. Artificial Intelligence (AI): Technology capable of performing tasks that typically require human intelligence, including generative AI tools that create text, images, code, audio, or other outputs. This includes but is not limited to large language models (e.g., ChatGPT, Google Gemini, Claude), AI-powered tutoring platforms, and AI-assisted content creation tools.
2. Generative AI: A subset of AI tools that create new content — including text, images, audio, video, or code — based on patterns learned from training data.
3. Acceptable Use Rating Scale: An adopted scale that defines levels of student AI use, ranging from no use to full integration with required disclosures (see Section III).
4. AI Tool Inventory: A publicly available, district-maintained list of all AI tools reviewed and classified for use within Catoosa Public Schools, organized by tier.

Emergency Action:

Any harmful or unsafe use of AI — including the creation of deepfakes, non-consensual synthetic media, or AI-generated threats — shall be immediately reported to district leadership and, where appropriate, to law enforcement.

Reporting:

The district shall maintain a clear reporting pathway for AI misuse. Students, staff, and families may report concerns to building administration or through the district's existing anonymous reporting system.

Response:

1. Counseling and support will be provided to anyone harmed by AI misuse
2. Disciplinary procedures will be applied consistently with the district's student conduct

3. code and employee handbook
4. Entering student PII into a Tier 2 tool will be treated as a data privacy incident, with
5. immediate notification to the Director of Technology and response in accordance with
6. the district's data breach procedures
7. The focus shall be on education and correction first, with escalating consequences as
8. appropriate.

RAIN'S LAW (HB 1484)

Beginning with the 2026–2027 school year, students will receive age-appropriate instruction regarding fentanyl abuse prevention and drug poisoning awareness in accordance with Oklahoma House Bill 1484 (Rain's Law).

Instruction Includes

Dangers of fentanyl and counterfeit pills.

Recognizing the signs of an opioid overdose.

Prevention strategies and informed decision making.

Resources available to students and families.

Student Conduct, Discipline & Consequences

Wells Middle School • 2026–2027

DISCIPLINE PHILOSOPHY

The purpose of student discipline is to maintain a safe, orderly learning environment while helping students learn from mistakes, restore relationships, and make positive choices. Consequences may vary based on the severity, frequency, and circumstances of the behavior.

POSSIBLE DISCIPLINARY CONSEQUENCES

Consequence	Description
Lunch Detention	Assigned for minor behavior concerns or repeated tardies.
After-School Detention	Assigned by administration for repeated or more serious violations.
Cooperative Seminar	Extended supervised disciplinary assignment when appropriate.
In-School Suspension (ISS)	Student completes coursework in a supervised alternative setting.

Out-of-School Suspension (OSS)	Used for serious or repeated violations in accordance with district policy.
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SUSPENSION PROCEDURES

Parents or guardians will be notified whenever a suspension is assigned. Students may have opportunities to complete academic work during suspension in accordance with district policy. Long-term suspensions may be appealed following established district procedures.

IMPORTANT Students assigned Out-of-School Suspension are not permitted on school property or at school-sponsored events during the suspension period unless specifically authorized.
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EXAMPLES OF UNACCEPTABLE BEHAVIORS

- Bullying, harassment, intimidation, or hazing
- Fighting or threatening behavior
- Academic dishonesty, cheating, or plagiarism
- Possession or use of tobacco, vaping devices, alcohol, or illegal drugs
- Possession of weapons or dangerous objects
- Theft, vandalism, or destruction of property
- Insubordination or repeated classroom disruption
- Technology misuse or violation of the AI policy
- Profanity, obscene language, or inappropriate conduct
- Violation of Board of Education policies or school rules

STUDENT RIGHTS & RESPONSIBILITIES

Students have the right to learn in a safe and respectful environment. They also have the responsibility to follow school rules, respect others, care for school property, and contribute positively to the Wells Middle School community.

PARTICIPATION DURING DISCIPLINE

Participation in extracurricular activities is a privilege. Students serving certain disciplinary consequences may lose eligibility to participate in practices, competitions, performances, dances, or other school activities as determined by administration and district policy.

Academics, Eligibility & Student Success
Wells Middle School • 2026–2027

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities provides students opportunities to develop leadership, teamwork, responsibility, and school pride. Students are expected to maintain good citizenship and academic eligibility while representing Wells Middle School.

RANDOM DRUG TESTING

Catoosa Public Schools maintains a random drug testing program for students participating in covered extracurricular activities in accordance with Board policy and OSSAA requirements.

ELIGIBILITY

Students participating in extracurricular activities must maintain passing grades and satisfy all academic eligibility requirements established by the district and the Oklahoma Secondary School Activities Association (OSSAA).

SEMESTER ELIGIBILITY

Semester eligibility is determined according to OSSAA rules and district policy. Students who do not meet semester eligibility requirements may become ineligible until requirements have been satisfied.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student educational records are protected by FERPA. Parents and eligible students have rights regarding access to educational records, requests for correction of records, and privacy protections as provided by federal law.

FIELD TRIPS

Educational field trips are extensions of classroom instruction. Students are expected to follow all school rules while participating in off-campus activities and represent Wells Middle School positively.

GIFTED & TALENTED

Catoosa Public Schools provides enrichment opportunities for students identified for Gifted & Talented services through challenging instructional experiences designed to promote academic growth.

GRADING

Grades are based on student mastery of standards, assignments, assessments, projects, participation when appropriate, and teacher evaluation consistent with district grading practices.

STUDENT GRADES PORTAL

Parents and guardians are encouraged to monitor grades and attendance regularly using the district's online parent portal.

REPORT CARDS

Report cards are issued at the end of each grading period. Families are encouraged to review progress with students and communicate with teachers whenever questions arise.

GRADE CHECKS

Students participating in extracurricular activities are subject to regular grade checks to determine academic eligibility.

ACADEMIC SUCCESS TIPS

Attend school every day and arrive on time.

Complete assignments by established deadlines.

Ask teachers for help before falling behind.

Check grades regularly using the Parent Portal.

Take advantage of tutoring and intervention opportunities.

Stay organized using a planner or digital calendar.

Communicate with teachers and parents about academic concerns.

PARENT REMINDER

Monitoring your student's grades and attendance regularly is one of the best ways to support academic success.

Student Services, School Operations & Parent Resources

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HEALTH SERVICES

The health office provides basic first aid, illness assessment, medication assistance in accordance with district policy, and emergency response during the school day.

ILLNESS

Students who become ill during the school day should report to their teacher before visiting the health office. Parents or guardians will be contacted when necessary.

IMMUNIZATIONS

Students must meet all Oklahoma immunization requirements unless a lawful exemption has been approved.

MEDICATIONS

Prescription and over-the-counter medications must be administered according to district policy and appropriate authorization forms.

HOMEWORK

Homework provides opportunities to reinforce classroom learning, develop responsibility, and practice essential skills.

MISSING & LATE ASSIGNMENTS

Students are responsible for completing missed assignments following absences and should communicate with teachers regarding make-up work.

TUTORING

Students needing additional academic assistance are encouraged to participate in tutoring and intervention opportunities offered by teachers.

NON-DISCRIMINATION

Catoosa Public Schools does not discriminate on the basis of protected characteristics and complies with applicable federal and state laws.

RETENTION

Student promotion and retention decisions are based upon academic performance, attendance, and other factors outlined by district policy.

SCHOOL CLOSING

Information regarding weather-related closures or emergencies will be communicated through district communication systems.

SCHOOL PICTURES

School pictures are scheduled annually. Information regarding ordering will be distributed before picture day.

SCHOOL RECORDS

Student records are maintained in accordance with FERPA and district policy.

SEARCHES OF STUDENTS

School officials may conduct lawful searches when there is reasonable suspicion in accordance with Board policy and applicable law.

SPECIAL EDUCATION

Special education services are provided for eligible students through individualized educational programming.

TRANSPORTATION

Students riding school buses are expected to follow all transportation rules to ensure a safe ride to and from school.

VISITORS

All visitors must report to the front office, present identification when requested, and receive authorization before entering campus.

IMPORTANT

Always keep your contact information current in PowerSchool so the school can reach you in the event of illness, emergencies, or important school notifications.

School Closing

ParentSquare and other social media pages will be used to notify if school is to be dismissed. They are not notified if school is going to be in session. Check our school website and social media accounts for updates. Please avoid calling the school or school personnel at their homes. Listed are a few of the stations that generally receive school cancellation information before 6:00 A.M.; AM740/KRMG, TV2/KJRH, TV6/KOTV, TV8/KTUL, TVFOX23/KOKI.

Title IX

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student who believes the Catoosa School District has violated Title IX may file a discrimination complaint using the district's Grievance Procedures for filing, processing and resolving alleged discrimination complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school office. Contact the Title IX Coordinator Timothy Ray for further information concerning Title IX requirements to initiate a complaint.

This handbook is intended to summarize district practices and expectations. It is not intended to replace or supersede Board of Education policy, Oklahoma law, or federal law. In the event of any conflict between this handbook and Board policy or applicable law, Board policy and applicable law shall govern. The district reserves the right to modify handbook provisions as necessary to comply with changes in law or Board policy.