

Stigler Grade School

2022-2023

Stigler Public Schools
Stigler, Oklahoma

This Student Handbook
Is The Property Of:

Stigler Public Schools current COVID-19 policy is available on the SPS website, www.stiglerps.com or you can obtain a copy at the Grade School office.

TABLE OF CONTENTS

Board of Education & Administration, School Calendar	3
Welcome	4
Contract, Grade School Philosophy, Enrollment	5
Materials Needed For Registration, Health & Attendance	6
School Health & Nursing Services	6-7
School Day, Bringing Your Child to School	7
Picking Your Child Up Early from School	7
School Dress	8
Bus Transportation/Bus Procedures	8-9
School Lunch Program/Cafeteria Procedures/Unpaid Meal Charge Policy	9
Student Pictures	9
Inclement Weather, School Messenger, Fire & Tornado Drills	10
Attendance	10
Excused Absences, Excusing Children From School	11
Excuse from Outdoor Play	11
Bullying/Harassment	11-12
Sexual Harassment	12
Disability Harassment	12-13
In-School Placement, School Property	13
Discipline Policy	13-14
Corporal Punishment	15
Playground Rules	15
Inappropriate Items	15
Search & Seizure Policy	16
Grading Scale, Deficiency or Near Deficiency	16
Principal's Honor Roll, Superintendent's Honor Roll	16
Counseling Services	16
Gifted Program	17
Promotion & Retention, Testing Services	17
Parent-Teacher Conferences	18
Parties, Valentine's Day, Bikes, Fundraisers, Balloons, Drug Free School	18
Proficiency-Based Testing	19
Homeroom Volunteers, Title I School Wide Project	19
General Information, Equal Opportunity	19
Asbestos	19
Notification of Rights under FERPA	19-20
PPRA Notice & Consent, Opt-Out for Specific Activities	20-21
Child Find	21
Athletic Schedules	22-25
Supply List	26
Code of Conduct for Technology	27
No Child Left Behind Act	28
District Wide Parental Involvement Policy	29-32
Medical Marijuana Policy	33
After School Program	34
Addendum to Stigler Public Schools Handbooks regarding Virtual Days	35-41

STIGLER SCHOOL BOARD

President.....Susan White
Vice-President.....David Huggins
Clerk.....Kenneth Whitson
Deputy Clerk.....Jennifer Turner
Member.....Brett Orme

ADMINISTRATION

Superintendent.....David Morgan
High School Principal.....Tony Gilmore
Middle School Principal.....Matt Jones
Elementary School Principal.....Melanie Garman

SCHOOL CALENDAR

First Day of Classes	August 4
Labor Day Holiday	September 5
Virtual/Professional Day*	September 23
First Nine Weeks Ends	October 7
Parent-Teacher Conferences (3:30-7:30 PM)	October 11
Virtual/Professional Day*	October 13
Fall Break	October 14
Virtual Day*	October 17
Thanksgiving Break	November 21-25
End of Second Nine Weeks/First Semester	December 20
Professional Day	December 21
Christmas Holidays	December 22-January 9
Virtual Day*	January 16
Presidents' Day	February 20
Third Nine Weeks Ends	March 3
Parent-Teacher Conferences (3:30-6:30 PM)	March 7 & 9
Virtual/Professional Day*	March 10
Spring Break	March 13-17
Easter Break	April 10
Snow Day	April 7
Snow Day	April 21
Graduation	May 2
Professional Day	May 8
Fourth Nine Weeks Ends/Parent-Teacher Conference	May 9 & 10

**Please see Addendum to Stigler Public Schools Handbook regarding Virtual Days*

WELCOME

Dear Parents and Students,

Welcome to another exciting year of learning at Stigler Elementary School. The faculty and staff would like to take this opportunity to extend a warm welcome as we strive to provide a safe and structured learning environment for your child. We believe that through continual communication between the home and school, we can work together to make sure your child succeeds in every aspect of their educational experience.

Our vision for Stigler Grade School is to provide a safe, loved, and able to learn, so they can reach their full potential. Because of our belief that you get what you expect, we set high expectations for every student. We also believe that every child learns in different ways, so we strive to meet every student where they are at, and help them develop their highest potential, no matter the situation. As we go forward into another school year, we are excited to help your child strive to meet their educational and individual goals, and celebrate them as they accomplish these goals.

Please take time to read the contents of the Student Handbook with your child. Students will be expected to attend school regularly, complete assignments, and behave appropriately. The policies and procedures that are outlined in the handbook are important information for your child to know before they begin the school year. Your support and participation in your child's education is very important. By working together, I am confident we can develop a strong partnership that will make a positive impact on your child's education experience. If you have any questions or concerns, please feel free to call or come by at any time.

Sincerely,

Melanie Garman, Principal
Stigler Grade School

CONTRACT

EDUCATION TAKES EVERYONE. Stigler Grade School is committed to the belief that all children can learn and acknowledge that all of us—teachers, administrators, and parents—working together can make a positive difference in student achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

PARENT’S PLEDGE: As parents, we want our children to have the best possible education and realize that strong school systems are essential. We, therefore, join with the Stigler Grade School in providing an optimum learning environment for our children.

1. I will have high expectations for my child as an individual.
2. I will help my child attend school and be on time.
3. I will insist that all homework assignments be done each night.
4. I will communicate and work with teachers and school staff to support and challenge my child.
5. I will remind my child of the necessity of discipline in the classroom—especially of self-discipline.
6. I will recognize and help my child understand that the teacher assumes the role of parent while children are at school.
7. I will speak positively about education, the teachers, and the school.
8. I will help my child come to school clean, rested, and appropriately dressed.
9. I will teach my child respect for property and the rights of others.
10. I will assume responsibility for helping my child develop good habits of behavior.

STIGLER GRADE SCHOOL PHILOSOPHY

We believe that Stigler Grade School is a vital part of our community, and therefore, has the obligation to be a major resource for improving and maintaining the quality of life for all its citizens.

We believe that each student has the right to an educational program which provides him/her the best opportunity to learn, to develop personally, and to experience success. We also believe each student must assume responsibility for his/her achievements during these formative years.

We adhere to the philosophy that learning should be focused on the acquiring of basic skills in these elementary years. We will use methods which have been demonstrated to be effective. However, we will provide alternative modes of instruction for individuals with exceptional needs.

We believe each student should be nurtured according to his/her needs in order to develop a well-adjusted personality and to gain a positive self-image.

We believe each teacher should strive to instill in his/her students those social values and morals which will enable them to become conscientious, resourceful citizens of the future.

We believe the students’ intellectual and personal success requires the full cooperation and dedication of teachers, parents, and community. With these groups working together, and with the students’ dedication, Stigler Grade School will continue to be a positive force.

ENROLLMENT

According to State Law, a child must be six years old on or before September 1, in order to be admitted to first grade and five years old on or before September 1, in order to be admitted to kindergarten. State Law (H.B. 1017) requires that all children 5 years old on or before September 1 must attend mandatory kindergarten.

All new students are to report to the office for school admission and have evidence of previous school attendance.

Student placement will be made by the principal or school counselor. Parents’ requests will not be taken.

Pre-enrollment for kindergarten and pre-K will be announced in the spring at the Admin. building.

Any information relating to next year’s enrollment should be made in writing to the principal by June 30.

MATERIALS NEEDED FOR REGISTRATION

Enrollment is not completed until the following are provided:

- a. Valid (State) birth certificate
- b. Immunization record completed (State Law). See Health Reg.
- c. Emergency telephone numbers
- d. Person's name with whom child is to be left if he/she must be taken from school in case of sickness, etc. Please notify your child's teacher of the child's medical history.
- e. Social Security Card

HEALTH & ATTENDANCE

If a child has a fever, do not send him/her to school. The sickness could be contagious and there are neither facilities nor personnel available to cope with such situations. (Only emergencies can be coped with until parents are notified.)

A child who has a temperature elevation or shows signs of illness should be kept home. The child should have a normal temperature for 24 hours and be in normal health before returning to school.

Parents whose child is found to have head lice, pinkeye, or any contagious disease will be notified and required to remove their child from the school population until he/she is no longer contagious—a written release from Haskell County Health Department or your family physician will be required before re-entry to school. If a student is ill or an accident has occurred, the teacher will send the student to the office. Every effort will be made to contact the parent with the phone numbers (home, work, or emergency number) provided to the school during enrollment.

SCHOOL HEALTH AND NURSING SERVICES

Stigler Public Schools has available nursing staff to improve the health and educational success of children and youth by providing school health services of health promotion such as disease prevention, screening, medical referral, health management, and first aid for the students of Stigler Public Schools. Students who are found to exhibit signs or symptoms of acute illness or injury will be sent home, as the school does not have facilities available to deal with such situations except for temporary emergencies.

Nursing staff may not make medical diagnosis, but can evaluate your child for signs and symptoms of illness or injury, and make referrals to your healthcare provider. Students can be referred to the nurse by their teachers, they can refer themselves, or a parent may send a note asking that the nurse evaluate their child's symptoms.

Students are generally seen in the order that they are referred. In an emergency situation, children in the health office are treated according to severity of symptoms. Students with breathing problems or severe bleeding will be prioritized over minor scrapes and abrasions. In some instances, students will be treated over the telephone.

MEDICATIONS: At the beginning of the school year, or upon enrollment, parents/guardians will be asked to complete a medication permission form, as well as a brief health history. This information will be shared with the student's classroom teacher. Please fill this out as completely as you can.

All medication sent to the school for your child to take must be in an original container or a duplicate bottle provided by your pharmacy. Medication will only be accepted from a parent/guardian. Students cannot bring or take medications to/from school. Students may not bring their own medication to be administered, nor take their prescription or over the counter medicine home. Prescription medication must be labeled with child's name, physician's name, name of medication, time of administration and dosage. Medications sent in envelopes, plastic baggies, plastic cups, or any packaging other than an original container will not be administered to your child due to safety concerns. Upon bringing medication to the school, the parent/guardian will be required to fill out a permission form in order for school staff to administer medication.

The nurses at the school keep on hand a variety of over-the-counter medications used for symptomatic relief of common problems. Name brand and/or generic substances such as ice, soap, water, Benadryl spray, Medispray, antibiotic ointment, eyewash, and Visine are used as routine first aid supplies. Tylenol, Tums, and cough drops are given sparingly per related symptoms of headache or minor pain, indigestion or heartburn, sore throat, and cough.

HEAD LICE: To benefit all students and their families, our school has adopted a No-Nit Policy to manage the problem of head lice. Under this policy, any student found to have head lice will be sent home for treatment and the removal of all lice eggs (nits). The student will not be permitted to return to school until every single nit has been taken out of the student's hair. The student must be checked by the school nurse or healthcare provider and given a note to return to school.

The purpose of this policy is to prevent the spread of head lice. Even though we require that your child be head lice and nit free, our goal is to have him/her return to school as quickly as possible. If a student is absent from school for more than a reasonable amount of time, the attendance office will report to the district attorney.

SCHOOL DAY

No student should arrive at the school before 8:05 a.m. Students are unable to receive the proper supervision since teachers are not at school before this time. Door will remain locked until teachers arrive at 8:05 a.m. No exceptions can be made.

Classes begin at 8:20 a.m. at the Grade School & 8:14 at Kindergarten and will be dismissed at 3:00 p.m. for bus students. Walkers will be dismissed approximately 3:10 p.m. after all buses have left the school grounds.

Students should not be on the playground after school unless supervised by an adult.

BRINGING YOUR CHILD TO SCHOOL

"C" Street between 5th and 6th Streets is a one-way street going east for the purpose of delivering and picking up second and third grade students at Grade School. You may park on 6th Street on the west side only for picking up students.

First and fourth grade students should be delivered on the west corner of 5th and "B" Streets and picked up at corner of 6th and "B" Streets. For the safety of our students, we have asked that the police monitor this during school.

All walkers living south of Main Street should use the school crossing on 5th and Main. Fifth and Main will be supervised before and after school by a crossing guard.

Walkers will not be dismissed from school until all buses have left the school grounds. We are doing this for the safety of the students.

To bring or pick up kindergarten/pre-K students, use the parking lot on the north side of the kindergarten campus ("F" Street).

Kindergarten and pre-K students being picked up early or dropped off late must enter through the front door on the east side of the main building accompanied by an adult.

PICKING STUDENTS UP FROM SCHOOL EARLY

Parents or visitors picking students up early from school will be required to sign them out through the principal's office. The sign-out sheet will have a space for the time the student is leaving school and the reason for leaving early. After signing the student out, the office will call for the student over the intercom. Signing out of students will be required until the walker bell at 3:11 p.m.

Consecutive tardies and early dismissals can result in partial day absence counted against student's attendance.

SCHOOL DRESS

1. Shorts or cut-off jeans may be worn in pre-K-4 grades. Shorts should be no shorter than the fingertip when placed at the students side.
2. Mid-riffs or crop tops cannot be worn.
3. Any writing or drawing on t-shirts with alcoholic beverage signs or advertisements or other profanity shall not be allowed. Inappropriate clothing and/or accessories will not be allowed.
4. No cleats on shoes or heelies (shoes with wheels).
5. Piercings and tattoos are permitted as long as they do not disrupt the learning environment. This will be determined by the building principal.
6. No holes in jeans or shorts in inappropriate areas.
7. No hats will be worn in school. Baseball, cowboy, etc..

BUS TRANSPORTATION/BUS PROCEDURES

Bus transportation is provided for all children in grades K through 4 who live one and one-half (1 ½) miles or more from the Grade School and do not live in the city limits.

The School Laws of the State of Oklahoma stipulate that transportation by bus **may** be furnished by the school district, but that the district is **not required** to do so. **Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.**

The privilege of a student to ride a bus is conditioned on the student's good behavior and observances of all bus rules and regulations. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it will be the duty of the driver to refer such disobedience to the proper disciplinary action.

The principal will have the authority to restrict any pupil from riding the bus. The superintendent must be immediately notified by the principal of any pupils that have been denied the privilege of riding the bus. If it is the decision of the administration that these pupils be suspended from riding the bus for a period of time, proper notification will be made to the student's parents/guardians.

A driver will not remove a student from the bus for violation of bus rules and regulations at any point other than the school or the student's regular stop. An exception would be an instance of a student physically abusing another person on the bus.

The student bus rider has an important role in bus behavior. The student will inform himself of the following rules and regulations:

- Stand back from the street while waiting for the bus.
- Check the bus number to make sure that you get on the right bus.
- Do not push or shove other students while waiting for the bus.
- If you drop something around the bus, **leave it alone** and tell the bus driver.
- Obey the bus driver.
- Do not fight, push, or trip other students.
- Talk quietly (unless the driver says no talking at all).
- Do not be rude, discourteous, or annoying to others.
- Always stay seated. Do not stand, or jump over seats.
- Do not use profane language or obscene gestures.
- Do not hang anything out of the windows.
- Enter and leave the bus properly.
- Do not destroy property.
- Do not tamper with bus equipment.
- Do not spit, litter, eat, or drink on the bus.
- Behave in a safe, respectful way with consideration for the well-being of others—on the bus and at the bus stop.

Possible consequences of not following these rules are, but not limited to:

- Bus Conduct Report – Verbal or written warning
- Bus Conduct Report – Principal's Office
- Bus Conduct Report – Corporal Punishment or off for 3 days
- Bus Conduct Report – Off for 3 days

- Bus Conduct Report – Off for 5 days
- Bus Conduct Report – Off for the rest of the school year

Fighting can/will result in being off the bus.

It is sincerely hoped that parents/guardians will recognize that rules and regulations are for the safety and well-being of all students riding the buses. Parents/guardians will endeavor to administer the bus program.

SCHOOL LUNCH PROGRAM/CAFETERIA PROCEDURES

Well-balanced, hot lunches are served or the child may bring his/her lunch and purchase milk separately. Pop (cans or bottles) or similar drinks are not permitted unless in a thermos.

Stigler Grade School will be participating in an option available to schools as part of the National School Lunch and School Breakfast Program called Community Eligibility Program (CEP). This program allows all elementary school students to receive a healthy breakfast and lunch at school for NO CHARGE to your household.

If you have any questions regarding this program, please call the Superintendent's Office at 918-967-2805.

Breakfast will be served from 8:05 a.m. to 8:25 a.m. The breakfast line will close at 8:25 a.m. due to classes taking up at 8:28 a.m. and gym preparation for the PE programs.

PROCEDURES:

1. Be mannerly and courteous at all times.
2. No running, shoving, pushing, throwing food, or cutting in line.
3. Clean the trash from your area.
4. No food, straws, or other items will be taken from the cafeteria.
5. Maintain a low noise level.
6. Follow the directions and rules of the cafeteria personnel and teachers on duty.
7. Due to state law, students are not allowed access to the kitchen microwave.
8. State law states that soft drinks may not be served for lunch.
9. Do not exchange food off of your tray.

Due to Oklahoma Health Department regulations, teachers (or assistants) will not be allowed to use the microwave in the kitchen area to heat up or cook student lunches.

UNPAID MEAL CHARGE POLICY: Payment Guidelines

- When a student's unpaid meal charges reach \$50, parent(s) will be required to meet with the Site Principal to make payment arrangements prior to student charging any additional meals.
- Meal charges will be sent out weekly via the automated calling system and are available at any time by contacting the School Office or the Central Administrative Office.

In accordance with Federal Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: US Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax (202) 690-7442; or email program.intake@usda.gov. This institution is an equal opportunity provider.

STUDENT PICTURES

Individual pictures will be taken each fall. Please see that your child is neatly dressed on the day that pictures are scheduled to be taken. Tentative dates: Wednesday, August 24, 2022—School Day Pictures; Thursday, September 29, 2022—Re-takes; Thursday, March 2, 2023 – Group Pictures; Thursday, March 23, 2023—Spring Pictures. Checks should be made to the photography company (Ruth Kelly Studios).

INCLEMENT WEATHER

If it becomes necessary to dismiss for an entire day because of dangerous weather, the following procedure will be followed: School dismissal will be announced by KJRH Channel 2, KOTV Channel 6, KTUL Channel 8, and KFSM Channel 5. Early morning news, radio, television or websites will be updated on school closings. We also encourage you to sign up for notifications through School Messenger, Class Dojo, or the Stigler Public Schools app.

SCHOOL MESSENGER PROGRAM

THRILLSHARE ALERTS is an SMS messaging system service designed to enhance communication by allowing Stigler Public Schools to deliver information/messages to you. Parents will be sent an initial message from Stigler Public Schools to opt in to alert texts. These messages will be sent to the parent or guardian phone numbers provided to the school when you registered your child. If for some reason you are not able to receive the texts, please send an e-mail to mhuggins@stiglerps.com or tbush@stiglerps.com.

FIRE AND TORNADO DRILLS

There shall be drills held in our school. The following are regulations for safely carrying out these drills:

FIRE SIGNAL

1. When the alarm sounds (long blast over intercom) wait for specific instruction from your teacher.
2. Leave in an orderly manner (single file) and walk, do not run.
3. The first one out the exit should hold the doors open until all pupils are out of the building.
4. For fires, close all windows and doors when leaving. All groups evacuate building immediately, move to designated area, and remain.

TORNADO ALERT

1. A "Tornado Alert" indicates that weather conditions exist in which tornadoes are in existence and have been sighted. When this warning has been received while school is in session, emergency procedures will be implemented immediately.
2. When the alarm sounds (short beeps over intercom) students in main buildings should move to the hallway and assume the proper position. Students in kindergarten, first, third, and fourth grade (that are housed outside the main building), move to the area your teacher directs you.

Intruder drills will also be scheduled.

ATTENDANCE

Regular attendance, together with mastery of daily tasks is the foundation of a successful school year. Irregular attendance is the cause most often given by teachers for unsatisfactory progress in school.

If a student is absent, it is the parent's responsibility to notify the principal's office of his/her absence as soon as possible (by 9:00 a.m.). If a parent does not notify the school, office officials will make an effort to call the parents to find out why the student is not in school.

A student will be reported absent at least one-half (1/2) day if they are absent one-third (2 hours) or more of the school day.

To receive a perfect attendance award, a student must not be absent (excused or unexcused) or have in excess of three unexcused tardies.

All absences except school sponsored activities will count toward the total number of absences allowed, which are ten per semester (excused or unexcused). If your child exceeds the total number of days allowed, a certified letter will be sent notifying the parent/guardian. If immediate action is not taken by the parent/guardian to ensure students are in attendance in compliance with State Law 70-10-105, it is the responsibility of the attendance officer or other school administration to report the excessive absenteeism to the district attorney. Excessive absences can lead to retention.

EXCUSED ABSENCES

1. Illness of pupil
2. Serious illness or death of member of family
3. Emergencies requiring services of the pupil at home
4. Doctor or dentist appointment
5. Religious observances, including required travel (parent must notify the school in advance)
6. Extenuating circumstances as deemed necessary by the building Principal.

EXCUSING CHILDREN FROM SCHOOL

Any pupil who is to be excused during the school day must be called for by the parent or other authorized person, and proper identification may be requested. Parents should call for their child at the school office, and be signed out by appropriate parent/guardian. If they are late to school, you will be required to come into the office & sign them in with reason & time.

When it is necessary for a child to deviate from his/her normal routine, a note from the parents should be presented to the teacher. These instructions would include staying after school for special events, riding or walking to an address other than his/her own, being picked up by a parent when the pupil usually walks or rides the bus, etc.

EXCUSE FROM OUTDOOR PLAY

A child healthy enough to attend school is considered healthy enough to participate in playground activities and will be expected to do so.

When it is necessary for a pupil to be excused from playground activities, a written statement from the parent stating the reason must be given to the teacher.

BULLYING/HARRASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

SEXUAL HARASSMENT

Stigler Public Schools prohibits any form of sexual harassment of any student or employee. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s code of student conduct.

Examples of prohibited sexual harassment are: Touching someone in ways that are not okay with him/her, making fun of someone’s private body parts, passing a note with sexual content about someone’s body, continuing to tell dirty jokes after being asked to stop, making slurs about someone’s sexual orientation, and pressuring someone for sexual touches.

Reporting Sexual Harassment—Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those incidents to his/her principal, counselor or teacher, or to a board member, the superintendent or one of the School District’s compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then the student or his/her parents may contact the superintendent, principal, or any board member at home.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above designated persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the date of the prohibited activity, and any other information necessary to a full report and investigation of the matter.

For further information—Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District’s Title IX coordinator for further information concerning Title IX or to initiate a complaint under the School District’s Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

DISABILITY HARASSMENT

Stigler Public Schools prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

The following are examples of disability harassment: (1) Several students continually remarking out loud or to other students during the class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and his/her grades decline. (2) A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom. (3) A teacher subjects a student to inappropriate physical restraint because of conduct related to his/her disability, with the result that the student tries to avoid school through increased absences. (4) A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to the student's disability. (5) A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that he/she has great difficulty performing in class and learning. (6) Students continually taunt or belittle a student with a mental retardation by mocking and intimidating him/her so that he/she does not participate in class.

Contact the School District's Section 504/ADA Coordinator for further information concerning disability harassment or to initiate a complaint under the School District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

IN-SCHOOL PLACEMENT

In-School Placement (ISP) may be used for students who continually misbehave in the classroom and on the playground. Students in ISP will be housed in a different classroom from the student population and will do their assigned homeroom work under the supervision of a substitute teacher. Students will not be allowed to eat with their class or play at recess. Students will eat in designated classroom and will take their breaks separately from the other students. Students in ISP will not be allowed to take part in extracurricular activities during their assigned time in in-school placement. Students will be assigned ISP by the building principal when deemed necessary.

SCHOOL PROPERTY

You are not required to buy any textbooks. Pupils are responsible for books checked out to them at the first of the school year and also other school property that the students have under their care. Pupils will be charged for any lost or destroyed school property that is issued to or used by them.

Report cards will not be issued to students until all lost textbooks, library books, or lunch charges have been paid.

DISCIPLINE POLICY

The primary goal of Stigler Public Schools is to educate, not discipline. However, when the behavior of an individual student is in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

The goal of this disciplinary policy is to correct any misconduct of the individual and to promote adherence (by that student and by no other student) to policies and regulations of the district.

Research indicates that all students perform better and achieve more when in an environment that expects responsible behavior. It is the belief of the Board of Education that parents expect their children to conform to acceptable standards of behavior, and that all students have the right to receive an education in an environment free from disruption.

Oklahoma Statutes have given to the schools the same authority as parents and guardians to control and discipline a child during the time the child is in attendance in, or in transit to or from, school or any other school function authorized by the school district or classroom presided over by employees, or while the child is on the grounds of the school district. Students shall be subject to the authority of all persons acting as an agent of the district. Reference 1; O.S., Title 70 & 133. Reference 2; O.S., Title 70 & 24-132.

Behavior considered to be outside standards determined as acceptable shall include, but shall not be limited to, the following:

1. Bullying
2. Tardiness
3. Truancy
4. Horseplay (pushing, shoving, scuffling, etc.)
5. Possession of laser light during school hours, or at any school-related activity
6. Classroom misconduct
7. Fighting
8. Bus misconduct
9. Cafeteria misconduct
10. Playground misconduct
11. Defacing property
12. Disrespect to school personnel
13. Stealing
14. Possession of tobacco products
15. Possession of obscene material
16. Substance possession and/or use or abuse
17. Possession of drug paraphernalia defined as any article which may be used for the use or distribution of drugs
18. Possession of a weapon
19. Behavior that disrupts the smooth operation of school
20. Cheating and/or copying
21. Inappropriate displays of affection
22. Profanity
23. Vandalism
24. Harassment of any other student or any adult personnel (sexual, fear, racial)
25. Immoral conduct
26. Threatening remarks or acts
27. Improper dress
28. Not following the policies and procedures outlined in this handbook

To correct deviant behavior, appropriate disciplinary action(s) shall result, which may include, but are not limited to, the following:

- Warn student(s)
- Advise parent(s)/guardian(s)
- Revoke privileges; recess, centers, special activities
- Noon detention (20 minutes, during recess period, will walk for physical activity)
- Parent conference
- Corporal punishment
- In-School Placement
- Restitution
- Involvement of law enforcement, if necessary
- Referral to other social agencies
- Probationary period
- Suspension
- Expulsion
- Any other disciplinary action deemed appropriate to circumstances

This policy is administered pursuant to applicable state and federal statutes. Determination of discipline to be administered shall be made by certified personnel. The **PRINCIPAL MAY SUBSTITUTE CORPORAL PUNISHMENT FOR DETENTION OR IN-SCHOOL DETENTION AT THEIR DISCRETION. THE PRINCIPAL MAY OPT FOR MORE SEVERITY OF DISCIPLINE ACCORDING TO THE SEVERITY OF THE BEHAVIOR.**

CORPORAL PUNISHMENT

Corporal punishment may be administered as deemed necessary by the teacher and/or principal for purposes of maintaining discipline. The administering of corporal punishment is in compliance with Title 70, (Section 6-114) of Oklahoma State Law and policies of the Stigler Board of Education.

PLAYGROUND RULES

Because of limited space and the number of students, we will prohibit the use of baseballs, bats, skateboards, or any other plaything that could harm your child or other students.

General Rules

1. Observe rules for each play area.
2. Do not do anything that would hurt you or someone else.
3. Only basketballs or soccer balls may be brought from home.
4. No tackle or contact football.
5. Be polite and take turns.
6. No wrestling or fighting (pretend or real).
7. Rocks are to be left on the ground.
8. The playground teacher has the final authority.
9. No food products brought from home are allowed.

Playground Equipment Rules

- **Swings:**
 1. Swing straight
 2. Do not jump or bail out
 3. No standing up
 4. One student in a swing at a time
 5. No flips
- **Slides:**
 1. Slide feet forward
 2. Slide on seat not feet
 3. No pushing on the ladder
 4. Slide one at a time
 5. Do not climb back up the slide

INAPPROPRIATE ITEMS

Students should leave at home all radios, electronic games, recorders, dice, sports cards, trading cards, toys, etc. Cell phones are not allowed at school. These items are not to be at school and will be confiscated and returned to a parent/guardian only. The school will not be responsible for any stolen property.

Pocket knives are not allowed on school property under any circumstance. They will be confiscated and returned to a parent/guardian only.

There will be no selling or trading items between students at school or on the school bus.

Gum chewing is not allowed at school.

Chemical substances (nail polish, perfume, body spray, etc.) are not allowed on school property under any circumstance. They will be confiscated and returned to a parent/guardian only.

SEARCH AND SEIZURE POLICY

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

GRADING SCALE

A=90-100

B=80-89

C=70-79

D=60-69

F=59 or below

Kindergarten and first grade report cards will consist of a mastery checklist only.

DEFICIENCY OR NEAR DEFICIENCY

Deficiency or near deficiency reports will be sent out every fifth and seventh week of each nine weeks period.

PRINCIPAL'S HONOR ROLL

Principal's honor roll will be computed on each nine weeks basis. To be on the principal's honor roll a student must have a 3.0 average or better with no grade below a C. The principal's honor roll for the end of the year awards assembly will consist of the first, second, and third nine weeks periods and not the semester grades.

Only those grades recorded in the academic section of the permanent records will be averaged for the superintendent's and principal's honor rolls. S and U will not be averaged.

Kindergarten and first grade will not have an honor roll.

SUPERINTENDENT'S HONOR ROLL

Superintendent's honor roll will be computed on each nine weeks basis. NO grade below an A will be accepted for the superintendent's honor roll. The superintendent's honor roll for the end of the year awards assembly will consist of the first, second, and third nine weeks periods and not the semester grades.

Kindergarten and first grade will not have an honor roll.

COUNSELING SERVICES

A counselor is employed by the school to assist children who are experiencing academic or school adjustment difficulties. The counselor also meets with parents to discuss their child's school adjustment and academic progress.

GIFTED PROGRAM

Students who score at or above the 97th percentile composite, on a nationally recognized cognitive abilities test, and/or on a nationally recognized achievement test, and/or scoring 130 or above on recognized intelligence quotient test will be eligible for the gifted and talented program. Students also may qualify with a 95th percentile or above score in the following major academic test areas: reading total, language total, math total, social studies or science. Since the validity of the achievement tests in the lower grades may be skewed because of the content material, student experience, and testing protocol, the district Gifted and Talented Education Committee will require a student to score at the 95th percentile or above for two years, consecutively or non-consecutively, in the same major academic test areas, before placement in grades 2nd through 5th. Any students in grades first through twelve scoring at or above the 97th percentile on the basic core composite score will qualify with one year's test score. Those students—referred by themselves, a teacher, or parent—who have not met the above test score criteria, will be offered the opportunity to test a second time with a different test.

PROMOTION AND RETENTION

We at Stigler Schools realize that because students possess individual differences and developmentally mature at different rates, it is sometimes necessary to consider retention as a viable alternative to yearly promotion.

Student retention will be given consideration for the following reasons:

1. Immaturity (developmental lag) and its resulting weaknesses in class
2. Absences which have caused a student to miss a considerable part of the school year and thus fall behind in achievement
3. Various other developmental reasons which may manifest themselves in academic failure.

The decision for the promotion or retention of students who are considered for retention will be made after a meeting which will include the teacher, the principal (or designee), and the parent.

The final decision for the promotion or retention of students shall be made by the building principal.

TESTING SERVICES

Kindergarten students will be given the Brigance Kindergarten Readiness Test on Thursday, August 4, 2022; Friday, August 5, 2022; Monday, August 8, 2022; and Tuesday, August 9, 2022. This pre-test is used to determine the child's readiness to achieve academically.

All students in grades 3 and 4 will be given the Oklahoma State Department of Education mandated tests. Additional tests may be given as determined by the classroom teacher, counselor, or principal.

PARENT-TEACHER CONFERENCES

The Stigler Board of Education has set aside two days for parent-teacher conferences. The first conference is scheduled for October 11, 2022. The second conference will be March 7 & 9, 2023. Each conference will last for 15 minutes.

Individual parent-teacher conferences may be arranged during the school year through the school office (918-967-8835) or school counselor (918-967-8441).

Each teacher has time set aside during the day for conference periods. Please visit your child's teacher during this time and not during class time.

PARTIES

Students are not permitted to have birthday parties in the classroom. Food for other approved parties must be packaged and store purchased.

VALENTINE'S DAY

Flowers, toys, gifts, etc. are not allowed on Valentine's Day at the Grade School. Students are allowed to bring Valentine cards and teacher-approved snacks or treats.

BIKES

All students are to park bikes in designated parking area. Students are not to be on bikes until they leave the school ground. When arriving or leaving the school ground, students are to cross the street at each corner. (Do not cross the street between parked cars.) Upon arriving or leaving, walk bike to the bike racks.

FUNDRAISERS

Students may not solicit sales at Stigler Grade School for organizations outside Stigler Public Schools or for their own personal gain. All fundraisers must be school board approved. Students are asked not to sell fundraiser items at school that do not meet the Oklahoma Smart Snack standards. This includes all candy bars and suckers.

BALLOONS

Students are not to receive balloons at school. If you wish to have a balloon delivered to school that is not inflated you may do so and the balloon may be inflated at the flower shop after school. This will reduce classroom disruptions and prevent balloons from being a safety hazard on the school buses.

DRUG FREE SCHOOL

- A. Students are hereby notified that the use, possession or distribution of illicit drugs and alcohol is illegal and harmful. Use or distribution of illicit drugs and alcohol by students on school premises or as a part of any of its activities will result in disciplinary sanctions consistent with local, state, and federal laws up to and including probation, suspension and expulsion as well as referral for prosecution. Completion of a rehabilitation program may also be recommended.
- B. Information about drug and alcohol counseling, rehabilitation and re-entry programs will be available through the school counselor. That office is located in the main building of the Grade School.

PROFICIENCY-BASED TESTING

Upon written request to the school counselor, a student will be given the opportunity to demonstrate proficiency in the areas of the core curriculum. Proficiency will be demonstrated by a score of 90% or better on proficiency assessment testing. Proficiency testing will be conducted at the end of each semester (January & May). Please contact the school counselor if you have any questions.

HOMEROOM VOLUNTEERS

Parents interested in sharing your occupation, a talent, reading a story before the students, or volunteering your time on an as-needed basis are asked to contact their child's homeroom teacher.

TITLE I SCHOOL WIDE PROJECT

Title I federal funding is used to enhance the entire school's instructional program. This includes a comprehensive staff development program, parent support programs, and extended school day for students not performing up to state standards. The basis of federal funding is allotted on the number of students who qualify on free and reduced lunch counts.

GENERAL INFORMATION

Information changes: It is very important to notify the school of any change of telephone number, address, emergency number, or place of employment of either parent/guardian.

Transfers: Parents of children who are leaving the school district or transferring to another school should notify the school office a few days in advance of the child's last day of attendance.

EQUAL OPPORTUNITY

The Stigler Public School System does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, marital status, or veteran status.

CONTINUING NOTICE OF NON-DISCRIMINATION

Stigler Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tom Kettles, 504 & Title IX Coordinator, tkettles@stiglerps.com, 309 NW "E" Street, Stigler, OK 74462. 918-967-2805.

ASBESTOS

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building materials.

As a result of our re-inspection, we are pleased to report that areas that contain asbestos pose no health problems.

The Management Plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

The following is the Statement of Rights for Stigler Public Schools, according to the Family Educational Rights & Privacy Act.

STIGLER PUBLIC SCHOOLS NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his/her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED;
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

PUBLIC NOTICE

Project Child Find is a project of the Stigler Public Schools for exceptional children designed to comply with the Individuals with Disabilities Education Act (IDEA). The goals of Project Child Find are:

- a. To locate and identify unserved children with disabilities, ages three through twenty-one who live in the Stigler School District;
- b. To increase the general population's awareness of public school services for school age children;
- c. Stigler Public Schools is responsible to inform parents of their rights under the Family Educational Rights and Privacy Act (FERPA) of 1974 and IDEA regarding personally identifiable information, which is maintained in the child identification process; and
- d. To work with the Oklahoma State Department of Education in assessing the need for future programs and in planning programs which will provide for a free and appropriate public education for all children with disabilities.

If you know of a child with a disability who does not attend school, call collect, PROJECT CHILD FIND at (918)967-2805.

**STIGLER HIGH SCHOOL VARSITY FOOTBALL SCHEDULE
2023**

STIGLER JUNIOR HIGH FOOTBALL SCHEDULE 2023

Information to be released at a later date

**STIGLER HIGH SCHOOL BASKETBALL SCHEDULE
2022-23**

Information to be released at a later date

**STIGLER JR HIGH BASKETBALL SCHEDULE
2022-23**

Information to be released at a later date

**STIGLER FASTPITCH SCHEDULE
HIGH SCHOOL
2022-23**

Information to be released at a later date

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies, rules, regulations, and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another student may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number to other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information, which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet chat lines or downloading excessively large files.
10. No charges for services, products, or information are to be incurred.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creating of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all cause of action, damages, or other liability resulting from the willful or negligent violation of this policy.

NO CHILD LEFT BEHIND ACT OF 2001
PARENTS RIGHT TO KNOW

Section 1111 (6) (A) – QUALIFICATIONS – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- i. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ii. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- iii. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- iv. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

According to the Act, the information listed above must only be provided to parents who request the information. The LEA/school site must notify parents that they have the right to request the information.

Section 1111 (6) (B) – ADDITIONAL INFORMATION – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:

- a. Information on the level of achievement of the parent's child in each of the State academic assessments.
- b. Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

The Act also requires that this information be provided to parents, to the extent practicable, in an understandable format and in a language that parents can understand.

The Title I, No Child Left Behind report card can be viewed at the principal's office and at Stigler Schools website – www.stiglerps.com.

Stigler Public Schools
District Wide Comprehensive Plan and Parental Involvement Policy (PIP)

Part I. General Expectations

The Stigler Public School District agrees to implement the following statutory requirements in accordance with Title I, Part A consistent with the Elementary and Secondary Education Act:

- The district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs. These programs will be in consultation with parents of participating children.
- The district will meet required PIP and will include a school-parent compact.
- The district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This includes providing information and school reports in an understandable and uniform format and to the extent practicable in a language parents can understand.
- If the LEA plan is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the SDE.
- The district will involve parents of children served in decisions about how the 1 percent funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
- *Parental involvement means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including ensuring—
 - That parents play an integral role in assisting their child's learning;
 - That parents are encouraged to be actively involved in their child's education at school;
 - That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- The district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.

Part II. Description of How District Will Implement Required District Wide PIP Components

- 1) The district will convene an annual public meeting, in which all parents shall be invited and encouraged to attend, to involve parents in the joint development of its district PIP, and in the process of school review and improvement. This meets section 112 and 1116 of the ESEA.
- 2) The district plan will provide coordination and technical assistance to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The technologist of the LEA provides technical assistance. The district has a parental technology advisory committee and a technology board.
- 3) The district plan will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the Head Start and preschool programs and Parents as Teachers program.

- 4) The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. At the beginning of the school year, parents and staff will set goals for parental involvement. The success of the school in achieving these goals will be assessed at the end of the school year. Suggested criteria for assessment include:
- a) The number of parents who attend meetings;
 - b) The number of parents who volunteer service to the school; and
 - c) Parent and staff statements concerning how the results of meetings were used to help improve student achievement as well as parental self-improvement.
 - d) The following questions can be analyzed:
 - i. Does this policy increase parent participation?
 - ii. What barriers to parent participation still exist and how can they be reduced or removed (including economically disadvantaged, disabled, limited English, limited literacy, or racial and ethnic minority background)?

The school district will use the findings of the evaluation about its PIP and activities to design and revise its PIP.

- 5) The district will build the schools' parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- a) The school district will provide assistance to parents of children served by the school district or school in understanding topics such as: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternative assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators.
 - I. An Explorer meeting is held with the parents of middle school students. This meeting focuses on all the above standards to prepare students for high school enrollment and its impact on college enrollment.
 - II. This district has an open house and two parent-teacher conferences during the school year.
 - III. The elementary school provides a local Parent Teacher Organization that meets all the above standards.
 - b) The school district will provide materials and training to help parents work with their children to improve their children's academic achievement and to foster parental involvement by:
 - i. Parenting books, cassette tapes, videotapes, and parental training workshops are provided to parents;
 - ii. Adult Education classes to increase parental literacy rates and to provide students with parenting skills needed to be successful in the education and development of their child and provided by the Stigler Lifelong Learning Center; and
 - iii. The schools provide an internet based learning program for students to raise their academic achievement in compliance with the state academic assessments. This can be used at home with parents and children working together.
 - c) The school district will educate its teachers, personnel, and principals in how to reach out to, communicate with and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing staff development training and workshops.

- d) The school district will coordinate and integrate parental involvement programs and activities with Head Start and public preschool to conduct activities that encourage and support parents in more fully participating in the education of their children.
 - i. Teacher-home interaction is encouraged.
 - ii. An induction program for the transition from Head Start or preschool to the kindergarten level is provided.
 - iii. The district is a member and participates in OPAT (Oklahoma Parents as Teachers). This program involves: personal visits, group meetings, developmental screening, and a referral network.
- e) The district will send information related to the school and parent programs, meetings, and other activities to the parents of participating children in an understandable and uniform format, including alternative formats upon request.
 - i. The principal of the school site hosting the meetings, programs, or activities will mail notices to each parent informing them of the meeting.
 - ii. The meetings, programs, or activities will be published in the newspaper as a public notice.
 - iii. The meetings, programs, or activities will be posted at the building site and at other buildings throughout the district.

Part III. Discretionary District Wide Parental Involvement Policy Components

The school district, in consultation with its parents, chooses to undertake the following to build parents' capacity for involvement in the school and school system to support their children's academic achievement:

- 1) Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- 2) Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- 3) Training parents to enhance the involvement of other parents;
- 4) In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- 5) Adopting and implementing model approaches to improve parental involvement;
- 6) Establishing a district wide parental advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs; and
- 7) Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

Part IV. Parents Right to Know

The parents' right to know provision requires that two types of communication be provided to parents of students in Title I schools.

Parent notification by district: A district receiving Title I funds must send a notification to parents, informing them of their right to request information on the qualifications of their child's teacher. The information that the district must provide if requested includes the following:

- 1) Whether or not the teacher has met the certification requirement of the state;
- 2) Whether or not the teacher is teaching under an emergency or other provisional status;
- 3) The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree; and

- 4) Whether or not the child received service from a paraprofessional, and, if so, his or her qualifications.

Parent notification by school: Additionally, schools receiving federal Title I funds must send parents certain information in a timely manner, in a language that is understandable, to the extent that is feasible. Title I schools must provide the following:

- 1) Information on the child's level of achievement on state assessments and
- 2) Timely notice that the child has been assigned to or been taught by a teacher who does not meet the highly qualified teacher requirements for four or more consecutive weeks.

Part V. Adoption

This District Wide Parental Involvement Policy has been developed jointly with, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by Monty Guthrie. The policy was adopted by the Stigler Board of Education on July 13, 2009 and is renewed annually. The school district will distribute the policy to all parents of participating Title I, Part A children on or before November 1, 2018.

Signature of Authorized Official

Date

Medical Marijuana Policy

Introduction

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under the federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in a school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district reasonably deems the possession of the marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances sated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with the state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of the federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Before & After School Program

Stigler Elementary School will offer a before & after school program. All students pre-K – 4th are eligible to attend. Before school program will begin at 7:30 am at both the pre-K/KG campus and the elementary campus for all students. The after school program will be held exclusively at the elementary campus for all students. Pre-K and KG students will be bused to the elementary campus.

After school program ends at 5:30 pm for all students.

All school policies and procedures will remain the same during the after school program as outlined in the current elementary handbook.

Distance Learning & Virtual Day Attendance Policy

Definitions

- Distance learning is defined as any day that is pre-approved/arranged by the building principal where an individual student is allowed to complete assignments via distance learning and is not counted absent for that day.
- A Virtual Day is defined as any day that is classified by the district superintendent as a “Virtual Day” for the school district as a whole or for a school site as a whole. Virtual days may be planned into the school calendar or scheduled as a result of inclement weather, etc.

Attendance

- Each class in which a student is enrolled will have a “check in” activity that is in some way related to the subject matter currently being taught in class. Students will be, at a minimum, required to complete the “check in” activity in order to be considered in attendance for that day. This will be the method of determining attendance for both Distance learning and Virtual days.

Stigler Virtual Academy Attendance Policy

- Students who have zero outstanding activities (Oydseyware) or are ON TRACK (Edgenuity) IN EVERY CLASS, will be considered in attendance for any given week.

Additional ways to be counted present:

- Complete a minimum of TWO (2) **instructional activities** in a given day
- Complete TEN (10) **instructional activities** in a given week

Instructional activities may include:

- Assignment activity in the online program = 1 instructional activity
- State/District testing = 5 instructional activities per testing setting
- Meeting with teacher = 2 instructional activities
*this can be virtually or in-person but must be approved by the teacher
- Planned and approved event (field trip, engagement activity, etc) = number of instructional activities will be decided at the discretion of teacher with building principal approval

Instructional activities must be completed by 8:00 a.m. the following Monday morning. Attendance will be recorded on Monday morning for the previous week.

Examples of how instructional activities will be counted for attendance purposes:

If a student completes 5 instructional activities on Monday and 5 instructional activities on Wednesday, he/she will be counted present for all 5 days (total of 10 instructional activities).

If a student completes 3 online activities, attends an in person/virtual meeting with his/her teacher, and comes to the school to participate in state testing, he/she would be counted present for the week (total of 10 instructional activities).

IMPORTANT: This pace **WILL NOT NECESSARILY** keep the student on track to finish the course by the end of the semester.

This system is for ATTENDANCE PURPOSES ONLY!

Students working through Odysseyware or Edgenuity are strongly encouraged to spend approximately 45-60 minutes a day, PER COURSE, to stay on track.

Students must meet attendance requirements 60% of the time in any given month. If the student does not meet the attendance requirement by the end of the month, the student will receive a ONE TIME warning. If the student does not meet the attendance requirement a second time, the student will be dropped from the Virtual Academy Program. At that point, a meeting will be scheduled with the student, parent/guardian and principal to discuss a plan for other means of receiving educational services.

Stigler Learning Academy Attendance Policy

- Students enrolled in Stigler Learning Academy are required to be physically in attendance 60% of the time during a given month. If a student does not meet the 60% attendance threshold, the student will be removed from the program for a period not less than 30 days. At that point, a student and/or parent/guardian can call the building principal to discuss a plan for return to SLA or transitioning to the educational program that in the opinion of the building principal that best fits the student's needs.

Digital Citizenship Policy:**What is Digital citizenship:**

- defined as appropriate, responsible behavior with regard to technology who use computers, the Internet and digital devices to engage with society on any level.
- helps teachers and parents to understand what students should know how to use technology appropriately.
- essential to helping students achieve and understand digital literacy, as well as ensuring cyberbully prevention, online safety, digital responsibility, and digital health & wellness.
- it is a way to prepare students for a society full of technology.

Student Expectations of Good Digital Citizens:

- Be responsible for protecting your personal information about yourself and others by not sharing full names, home addresses, phone number, ages, birthdates, and passwords.
- Always ask permission according to district policy prior to electronically sharing photos, work, or information of others.
- Notify the appropriate school authority if dangerous or inappropriate information or messages are encountered.
- Practice respectful communication, never use hateful comments or bullying to hurt others.
- Always abide by copyright laws and procedures.

Digital Citizenship Contract:

All students at Stigler Public Schools are expected to follow a code of conduct while using the school district's technology and internet.

Please read the following statements carefully:

1. I will not use technology to do anything harmful including: sharing personal information about self and others, derogatory comments, or bullying others.
2. I will use my electronic device for school purposes only.
3. I will be prepared to be held accountable for my actions and the loss of privileges and consequences resulting from violation. Any disciplinary action resulting from inappropriate use or any other violation will be reported to the building principal, and the building principal will proceed with disciplinary action.
4. I will immediately report any inappropriate behavior if anything is found to be unsafe or insecure using technology within or outside of school.
5. I will follow the rules of technology use as set by my teacher.

As a student, I understand that it is my responsibility to follow these guidelines with all SPS technology and devices is a privilege and is designed for educational purposes. Therefore, I will not hold Stigler Public Schools responsible for any inappropriate material acquired from this network. I understand that Stigler Public Schools does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites. Inappropriate use may result in no longer having the privilege to use devices or access to the network. (Please sign below to affirm you will abide by the “Digital Citizenship Contract.”)

Student’s Name

Date

Parent’s Name

Date

Equipment Check-Out:

Overview

At the beginning of the school year, the district will assign a Chromebook to each student. This one-to-one instructional initiative will lead the way toward continuous improvement in the following District goals:

Prepare all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever-changing world

Utilize research-based, leading edge instruction and learning opportunities in face-to-face, blended, and virtual classroom settings

Toward these goals, all students will have access to instructional technology that will make them successful in the classroom and beyond.

Chromebook

The Chromebook is a personal computer designed to work with Google Apps for Education web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.

Distribution of the Chromebooks

Distribution of the Chromebooks will take place at the beginning of the school year. A student will be given a device only if a parent or guardian has signed the Student Technology Responsible User Agreement. Each student will receive the device, power cable, and case. Earbuds or headphones will not be provided.

District Responsibilities for the use of the Chromebook

The District will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District's expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

Parent and Student Responsibilities

As with any District-owned property (ex.: textbooks), parents and students will be responsible for returning the Chromebook in good working condition. The student and his parent or guardian will be responsible for replacing a lost Chromebook or making repairs that were the result of inappropriate use or neglect of the device. A \$30.00 non-refundable user fee will be expected at the time of check-out of device. This fee would apply per chromebook issued.

Damaged Chromebooks

Students with damaged or malfunctioning Chromebooks should return them to their teacher, and borrow a device while theirs is being repaired or replaced.

General Care of the Chromebook

- Do not place food or drink near the device
- Insert cords, cables, and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the District.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (ex.: backpack).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. **DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.**
- Do not deface or remove any District labeling.

Guidelines for Appropriate Use

With the opportunity afforded by using District technology come to the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

Students will:

- Use the Chromebook and other district technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or school.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Prevent damage to the Chromebook by following “General Care” guidelines provided in this handbook.
- Report the loss or damage of the device immediately to your teacher.
- Charge the device at home and have it ready to use every day, every class period.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.
- Return their device(s) within 10 days of completion or exiting of virtual academy.

Students will NOT

- Remove any identifying stickers or labels placed in or on the device by the District.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, or other network configurations.
- Reset or wipe their device.

Equipment Contract:**Parent/Guardian Technology Responsible Use Agreement**

I acknowledge that I have reviewed the Equipment Check-Out Policy which details the implementation policies and the care of the Chromebook device itself. I further understand that Stigler Public Schools will NOT issue a device to a student until his or her parent or guardian has signed this agreement.

I understand that my student is expected to

- Take reasonable steps to ensure that the Chromebook is not damaged or stolen.
- Leave all SPS labeling in place and in its original condition.
- Bring the Chromebook charged every day.
- Use the Chromebook at school and at home in a responsible manner.

I understand that I am expected to

- Ensure my child appropriately cares for their Chromebook.
- Supervise and monitor my child's use of the Chromebook away from school.

Parent Signature _____

Date _____