



STILWELL HIGH SCHOOL MISSION STATEMENT

Empowering Students Through Learning

**Stilwell High School
Student Handbook**

2026-2027

STATEMENT OF STUDENT RESPONSIBILITIES

All students are responsible for the information and regulations in this handbook and are subject to all rules and regulations set forth by the Stilwell Board of Education, Oklahoma State Department of Education, and Oklahoma Secondary School Activities Association.

All personnel hired by the Stilwell Board of Education shall enforce these regulations.



This handbook is a tool to assist students and parents/guardians in understanding the policies of Stilwell High School. Any typographical errors and/or omissions due to human error will not supersede the actual policies set forth by the Stilwell Board of Education or the laws of the State of Oklahoma.

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WHO WE ARE

BOARD OF EDUCATION

Sandy Ritter President
Donna Wheeler Vice-President
Amanda Crozier Clerk
Bill Muskrat Member
Delores Martin Member

ADMINISTRATION AND STAFF

Dr. Maleah Hicks - Superintendent	696-7001
Dale Girdner - Director of Safety and Facilities	696-7001
Sarah Self - Superintendent's Secretary	696-7001
Sky Davidson - Special Services Director	696-6161
Michael George - Athletic Director	696-7001
BJ Latta - Transportation Director	696-7113
Samantha Davis - Payroll/Human Resources	696-7001
Brian Johnson - Encumbrance Clerk/Activity Fund Custodian	696-7001
Brandy White - Registrar	696-7001

PRINCIPAL/ASSISTANT PRINCIPAL OFFICE

Jonathan Booth - Principal	696-7001
Julie Newman - Assistant Principal	696-7001
Jeffery Rion - Assistant Principal	696-7001
Noreen Gregory - Principal's Secretary	696-7001
Treia Christie - Assistant-Principal's Secretary	696-7001
Gail Williams - Office Financial Coordinator	696-7001

COUNSELOR'S OFFICE

Lisa Sawney - Counselor	696-7001
Stacy Dew - Counselor	696-7001
Janice Fletcher - College and Career Counselor	696-7001

STILWELL ALTERNATIVE ACADEMY

Tannen Turman - Director	696-7001
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Virtual School/College Career Center Director

Charity West	696-7001
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STUDENT RESIDENCY

The policy shall be that the residence of the student shall be the legal residence of the parents, guardians, persons having legal custody, or person who is a relative of the fourth degree of the child and who has assumed permanent care and custody of the child and holds legal residence within the district provided that such parent/guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Any self-supporting student is a resident of the school district if the student works and attends school in the Stilwell School District.

Students who do not reside in the Stilwell School District must obtain a transfer from the school district they are currently residing in to attend Stilwell High School.

IMMUNIZATIONS

Immunization records shall be on file in the counselor's office in compliance with Oklahoma State Immunization Law.

Vaccines Required By Grade Level

Vaccines Required By Grade Level

<u>CHILD CARE</u>	<u>PRE-SCHOOL</u>	<u>KDG thru 7th</u>	<u>8th and 9th</u>	<u>10th thru 12th</u>
4 DTP/DTaP/Td	4DTP/DtaP/Td	5DTaP/Td	5DTP/DTaP/Td	3DTP/Td
3 Polio	3 Polio	4 Polio	4 Polio	3 Polio
1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
1-4 Hib				
3 Hep B	3 Hep B	3 Hep B	2 or 3 Hep B	2 or 3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella	Varicella	Varicella		

Meningitis

What is meningitis? Meningitis is an inflammation of the tissues that cover the brain and spinal cord. Bacteria, viruses, or fungi may cause meningitis. Viral meningitis is the most common form of meningitis and is caused by an infection with one of several types of viruses. Meningococcal meningitis is caused by the bacteria *Neisseria meningitis*, and causes a more severe disease that requires prompt treatment of the patient with antibiotics. There are other types of bacterial meningitis, so it is also important to confirm which type of bacteria is causing the meningitis to determine if antibiotics are needed to prevent possible illness in exposed people.

What are the symptoms of meningitis? Symptoms of meningitis may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. These symptoms are often difficult to identify in infants, who, when suffering from viral meningitis, may become irritable, lethargic, inconsolable, or refuse to eat. Since viral and bacterial meningitis often have similar symptoms, it is important to see a healthcare provider immediately if you or your child has these symptoms.

What causes meningitis and how is it spread? Approximately 90% of viral meningitis cases are due to a group of common intestinal viruses called enteroviruses. These viruses are typically spread from person-to-person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental items. Viruses can be passed on to others beginning about three days after someone is infected until about 10 days after symptoms occur, although very few exposed persons develop meningitis. Bacterial meningitis can be caused by bacteria such as Haemophilus, Streptococcus or Neisseria Meningitidis, which are spread by direct contact with saliva or respiratory droplets from the nose and throat of an infected person.

How is meningitis diagnosed and treated? The type of meningitis can be confirmed through laboratory tests performed on spinal fluid if needed. There is no specific treatment for viral meningitis, most patients will completely recover on their own with bed rest and plenty of fluids, however health care providers often will recommend medicine to relieve fever and headache. For bacterial meningitis, antibiotics are needed that treat the specific bacterial cause.

Should people who have been around a person infected with meningitis receive any treatment? Antibiotics are only recommended as a preventive measure for those persons exposed to a person with meningitis caused by the bacteria Neisseria meningitis or certain forms of Haemophilus. When a single instance of Neisseria Meningitis occurs, the state and county health departments work together to ensure appropriate contacts obtain antibiotics. Only people who have been in close contact with saliva or respiratory secretions such as household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, and day care center playmates are recommended to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician or through the health department. Casual contacts including classmates, co-workers, or those in a workplace setting are not usually at an increased risk of disease and do not need treatment with the antibiotic. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to Neisseria meningitis. For persons exposed to a person with viral meningitis or meningitis caused by most bacteria, antibiotics are not a necessary preventive measure.

How do you prevent the spread of meningitis? Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash visibly soiled hands with soap and water, after using the toilet, after changing diapers, and before preparing and eating food. Use alcohol-based hand gels when hands are not visibly soiled. Routine environmental cleaning is recommended, with focus on items that have been soiled with saliva or nose/throat secretions. In institutions such as child care centers, washing objects and surfaces with a diluted bleach solution is recommended. For hard surfaces such as diaper-changing areas and bathrooms, use a 1:10 dilution of bleach (mix one cup of bleach with one gallon of water). For other objects such as toys and eating utensils, use a weaker form of bleach solution (mix one tablespoon of bleach with one gallon of water).

What are the vaccines recommended to prevent meningitis? The routine recommended childhood vaccines protect children from some of the common causes of meningitis such as *Haemophilus influenza* type b (Hib) and *Streptococcus pneumoniae*. These and other vaccines are also recommended for certain people at increased risk of complications from a bacterial infection such as elderly or immunocompromised persons or people living in certain group settings. Three types of meningococcal vaccines are available in the US. They are protective against four of the five most common disease-causing types of meningococcal disease: A,C,Y, and W-135. The vaccines do not protect against type B which accounts for about 1/3 of the meningococcal illness that occurs in adolescents in the US. Consult with your primary care physician or the local health department about receiving the vaccine. Because the vaccine is not protective against all types of meningococcal infections, people who have been exposed to a person with meningococcal disease are still recommended to receive antibiotics to prevent infection. The vaccine is not used to prevent illness in persons who have been exposed but does protect from future exposures.

ABOUT YOUR SCHOOL DAY

DRESS AND GROOMING

While the mission of Stilwell High School is to educate its students, it is important that the students' dress contributes to the atmosphere of a good educational environment. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and the parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building administration. There may be clothing, hairstyles, and/or accessories not addressed herein that might be so disruptive to the educational process that the building administration may need to take immediate corrective action.

1. Clothing and personal hygiene must be clean, safe, and healthful.
2. Clothing, hairstyles, and/or accessories must not be revealing, disruptive, or distract from the educational process.
3. Shorts, dresses, or skirts that are shorter in front and back than the tip of the longest finger with arms fully extended against the leg are considered disruptive or distracting from the educational process.
4. Also prohibited are halter tops, mesh shirts, tank tops, strapless tops, muscle shirts, shirts with low necklines, shirts which expose the midriff, or full back and pants, skirts, or other clothing which expose the midriff.
5. Shirts, dresses, and sleeve openings must not expose the torso, cleavage or undergarments. Skirt openings (slits) must not be higher than the fingertip rule. Undergarments should not be visible while sitting or standing.
6. Nightwear, including pajama pants and blankets are prohibited.
7. Spandex shorts, tights, swimsuits, or underwear (such as boxers) may not be worn for outerwear.

8. Slashed or cut out clothing is forbidden if the exposed area is three inches above the knee or three inches below the shoulder.
9. Excessively large or baggy clothing is not allowed. Pants, skirts should be worn at the waist at all times.
10. Clothing, jewelry, belt buckles, and tattoos must not carry messages written or suggesting the promotion of illegal substances, including but not limited to drugs, alcohol, tobacco products, etc. Messages of a suggestive or vulgar nature are prohibited.
11. Clothing must not be derogatory toward any individual, group, or institution including hate group messages. Clothing associated with gang-related, satanic, and witchcraft symbols, mottos, words, acronyms, or handkerchiefs are prohibited.
12. For safety and sanitary reasons, all students are required to wear shoes. No house shoes or embedded roller skates.
13. Hair is to be well groomed and clean. Extreme hairstyles and visible body piercing that disrupt the educational process or endanger the health and safety of students will not be permitted. Students may be required to alter their hairstyles to meet the requirements of participating in activities or in classes where a student's health and safety may be endangered.
14. Caps, hats, hoods, sunglasses, and headphones/earbuds may not be worn in the building.
15. In the interest of safety, students are not allowed to bring or wear chains such as wallet chains, dog collars, choke chains, etc.

Any parent/guardian of a student desiring a reasonable accommodation based on a religious or health requirement shall notify the school in writing to the requested accommodation and factual basis for the request.

If a student's dress or grooming is objectionable under the above provisions, the administration shall request the student make appropriate corrections before returning to class. If the student refuses, the principal shall notify the student's parents/guardians. If both the student and parents/guardians refuse to make the appropriate corrections, the administration shall take appropriate disciplinary action. Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities or suspended from school until the violation is corrected. The dress code is applicable to students during the school day and at school-related activities.

- Teachers conduct dress code checks during 1st and 4th periods and refer violations to the office.
- Dress Code Violation: Students must change. If unable to change, they will remain in ISP for the rest of the day. Parents will be contacted.
- Students will NOT be sent back to class until they have met the guidelines of the dress code. Discipline Intervention Action minimum level 1/maximum level 3.

ARRIVAL AT SCHOOL

The school campus is open from 7:00 a.m. until 3:45 p.m. When students arrive on campus they shall remain in one of the following designated areas until the first bell rings:

1. Cafeteria
2. Designated area outside the main building.

BREAKFAST AND LUNCH

Stilwell High School students are encouraged to eat breakfast and lunch in the cafeteria. The cafeteria rules prohibit students from bringing outside food or drinks, pop, and candy with them to breakfast or lunch.

Stilwell High School is closed to student departure during the lunch period. In order for a student to leave during the lunch period, the student's parent/guardian must report to the principal's office in person to sign out and accompany the student to lunch. Students failing to comply with the check-out procedure will be considered truant and are subject to disciplinary action.

Lunch Checkout Protocol: If a student is checked out during lunch and the checkout is not in person, the office will wait until after the 4th hour tardy bell to call the student out of class. Parents must check out their child in person during the lunch hour.

During breakfast and lunch, students will receive their first serving free of charge. However, if the student takes seconds, he/she will have to pay for any extra servings during breakfast and/or lunch.

Outside food or drink is strictly prohibited at Stilwell High School unless pre-approved by an administrator. Commercial vendors/parents shall not make any food deliveries to the campus.

TEXTBOOKS AND SCHOOL SUPPLIES

Teachers will issue students textbooks free of charge; however, students who lose or damage their textbooks must pay the full replacement cost for the new textbook adoptions that are less than three years old and \$15.00 for all other textbooks. The student must pay the fee to the designated clerk and take the receipt to the instructor who will issue another textbook to the student. Students are responsible for checking in all textbooks upon withdrawal to another school or at the end of the school year. The student, not the school, is responsible for lost or stolen textbooks.

Students must provide their own basic school supplies such as notebook paper, pencils, pens, calculators, etc. Some classes such as science labs may have fees and/or additional supplies that are needed.

LOCKERS

The assistant principal's office staff will assign individual lockers and combination locks to all Stilwell High School Students at no charge. Students shall only use the combination locks issued by the school. The lock combinations are on file in the assistant principal's office for student reference. Students shall return the combination locks to the assistant principal's office as part of the check-out procedure at the end of the year. Students who lose or damage a lock

during the school year or do not return their lock upon withdrawal or at the end of the school year will be required to pay a \$5.00 fee to cover the cost of the replacement lock.

Students should use the locker assigned specifically to them by the assistant principal's office. Students shall refrain from sharing lockers for security purposes. The student assumes responsibility for his/her locker and the contents.

Students shall consent to all inspections and searches of their locker contents. School officials have the right to inspect and search student lockers when they are acting to protect the health, safety, and welfare of the school community, to enforce school rules, and/or when the school officials have reasonable suspicion that the search will produce evidence of a violation of school policy and/or state or federal laws.

- Students shall keep their lockers locked at all times.
- Students shall not give out the lock combinations to others.
- Students shall not keep valuable personal belongings such as money and jewelry in the locker. (Stilwell Schools shall not be responsible for lost or stolen items.)
- Students shall not use lockers for illegal or dangerous purposes such as harboring stolen property, controlled substances, or materials that might create health or fire hazards.
- Students shall not deface the lockers.
- Students shall not paste articles on lockers that cannot be removed without causing damage.
- Students shall be responsible for the cost of repairs to damaged lockers.

BUSES

The Stilwell Board of Education provides school bus transportation to students who live outside a 1 ½-mile radius of school. The provision of school bus transportation is not a right of the students, but a privilege extended by the Stilwell Board of Education. Established rules and regulations govern the conduct of bus passengers. Strict adherence to such rules and regulations is required. Infractions may constitute disciplinary measures, including riding privileges being revoked.

PARKING REGULATIONS

The operation of motor vehicles on the campus of Stilwell High School is a privilege. All students who are driving motor vehicles to school are subject to the following rules:

- 1) Students will operate motor vehicles in a safe and orderly manner at all times. 2)

Students must purchase a parking decal from the assistant principal's office. The parking decal will cost \$5.00. The decal must hang from the rearview mirror of the student's vehicle. A valid driver's license and current insurance verification must be shown to the office when purchasing the decal.

- 3) Students shall park in the designated student parking area (the east parking lot).
Students who park in unauthorized areas (the circle surrounding the activity center, the vocational agriculture building parking area, the area behind the 500 building) during the school day will be subject to disciplinary action. A faculty member will be on duty in the student parking area before school, during lunch, and after the last bell until 3:30 p.m. to reduce the risk of accidents and vandalism.
- 4) Students shall not leave campus in order to transport another student.
- 5) Students shall not return to the parking lot during the school day without first obtaining a courtesy pass from an authorized school official.
- 6) Students shall not move their vehicles during class breaks.
- 7) Students shall not loiter in the student parking lot area. Students shall park their vehicles and exit the parking lot immediately.
- 8) Students enrolled in classes at other sites (e.g., athletics, Indian Capital Technology Center, etc.) may obtain a courtesy pass for departure to alternate class sites from the assistant principal's office. Students are discouraged from transporting passengers (other than siblings) to other sites.
- 9) ALL vehicles parked on school grounds are subject to search at the discretion of school authorities. Searches may be conducted by drug-sniffing dogs and school officials. Search may be conducted with or without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once notified of intent to search, the person in control of the vehicle will not be permitted to remove it from the premises until the search is completed. Refusal may be grounds for discipline, including loss of parking privileges and/or suspension out of school.

All students shall follow parking regulations. Students disobeying the above rules will be subject to disciplinary action and/or the loss of the privilege to operate a motor vehicle on the Stilwell High School campus.

PARKING VIOLATIONS

Students who do not park in the areas designated for student parking will be subject to the following consequences:

- 1) \$5.00 Fine for the first offense
- 2) \$10.00 Fine for the second offense
- 3) Third offense and any offenses thereafter will warrant a revoking of driving privileges and a parent will need to drop the student off to school.

CLOSED CAMPUS

The campus of Stilwell High School is by definition a *Closed Campus*. Students must remain on the Stilwell High School campus for the duration of the school day. If a circumstance arises that gives cause for a student to leave early, whether by school-operated transportation or private means, the student must obtain permission to leave the campus from an authorized school official and obtain a courtesy pass from the principal's office. No students will be checked out by phone between 10:55 a.m. and 11:50 p.m. No outside food deliveries are

allowed during the school day unless teachers follow proper permission procedures for such events as class reward, party, etc.

HALL PASSES

Students must have a hall pass in their possession whenever they are in the halls during class time. Students must obtain a hall pass from their teacher or supervisor before exiting a classroom. Students shall not leave any classroom without first obtaining permission. Students shall present the hall pass upon request. Students who are in the hallways without a pass will receive disciplinary action from the administration.

STUDENT ID BADGES POLICY

Student ID Requirement All students are required to wear their school-issued Student ID badge visibly at all times during school hours and at any school-sponsored events (including dances, assemblies, and extracurricular activities).

ID Distribution: Students will receive one (1) free ID badge with lanyard upon enrollment. Replacement badges may be purchased from the office for \$5.00.

Failure to Wear ID: Students who forget or refuse to wear their ID will be sent to the office to obtain a temporary badge for the day. Repeat failure to comply may result in disciplinary consequences or loss of privileges (e.g., event access, hall pass use, or check-in delays).

Lost or Damaged IDs: Students are responsible for the care and security of their badges. Lost or intentionally damaged badges must be replaced at the student's expense.

LATE ARRIVALS

A student arriving on campus after 8:10 a.m. shall report to the assistant principal's office and sign in. An official from the assistant principal's office will issue the student a tardy slip. The teacher will not admit the student to class without first receiving a tardy slip from the assistant principal's office. A parent/guardian shall contact the assistant principal's office as soon as possible to give the reason for the tardy.

EARLY DISMISSAL

Students who must leave early (e.g. doctor or dental visits, funerals, family emergencies, etc.) should use the following procedure prior to departure:

- 1) The parent/guardian must come to the school in person to sign the student out. The checkout form must be completed and signed by the parent/guardian. Parents should supply a list to the principal's office of approved individuals for student pick-up.
- 2) The student must report to the principal's office, sign out, and request a courtesy pass before leaving the campus either with an authorized adult or in his/her own vehicle.
- 3) If returning to campus, the student must check in at the principal's office and obtain an

admit slip to be admitted to class.

Obtaining permission to leave early does not qualify a student for an automatic excused absence. Any student leaving the school campus without first obtaining permission is truant and subject to disciplinary action.

STUDENT MESSAGES

The office staff will notify students of messages from parents/guardians during class changes only. Classes will not be interrupted to deliver messages unless the message is urgent in nature or timing. Students will receive notification of emergency calls immediately.

USE OF THE OFFICE PHONES

The phones in the high school offices are primarily for business use. Students should make **PRIOR** arrangements for after-school transportation, gain prior parental approval to attend activities, keep parents/guardians informed of school activities, etc., so the need for last-minute phone calls is minimal. Students shall not leave class to use the office phones except in the event of an emergency.

VISITORS

Security of the school campus is of utmost importance to the administration, faculty, and staff at Stilwell High School; therefore, all visitors shall report to the main office for clearance upon entering the building. Persons loitering in the building or on the school campus will be subject to removal. Student visitors will not be issued a visitor pass for the school day. Any exceptions must be approved by the administration.

Parent/guardians are encouraged to be involved in the educational process; however, parents/guardians should contact the principal's office at 696-7001 to make an appointment to meet with a teacher, the principal, the assistant principal, etc., so that there is no interference with the educational process and that all participating persons are available to meet with the parents/guardians.

We appreciate your cooperation in helping us maintain the safety of our students and staff.

ASSEMBLIES

Periodically, assemblies will be held during the school day for the members of the student body. These assemblies will be considered part of the school curriculum and be educational as well as entertaining. Students shall take part in all assemblies held during the school day. Students will not be allowed to check out during assemblies unless it is an emergency.

The students of Stilwell High School will uphold a reputation of being a courteous and attentive audience.

Each student is expected to observe appropriate rules of etiquette for the nature of the assembly. Any student who behaves inappropriately at an assembly will be escorted out of the assembly and disciplinary action will be taken.

MOMENT OF SILENCE

Stilwell High School observes a moment of silence each morning as part of the opening exercises in accordance with the policy of the Stilwell Board of Education. According to Oklahoma law, the Stilwell Board of Education shall ensure that Stilwell High School students have an opportunity to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his/her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choice.

LOST AND FOUND

Students should turn in any articles found on the school grounds (e.g., textbooks, clothing, billfolds, rings, etc.) to the assistant principal's office so that the rightful owner might claim his/her possession. Students may check for lost personal items at the assistant principal's office before school, at lunch, and after school. Textbooks will be sent to the appropriate teacher.

CAMPUS CLEANLINESS

The conduct of Stilwell High School students and the appearance of the campus give lasting impressions to visitors as to the quality of the school program and the character of the students.

Litter and disruptive behavior create health and safety hazards for all who attend or visit Stilwell High School. Therefore, students shall refrain from disruptive behavior and littering the hallways and grounds. Trash is to be disposed of in the waste containers provided for that purpose.

VENDING MACHINES

Vending machines are available on campus before school, during lunch and after school as a service and privilege for the student body. These machines may be shut down and/or permanently removed from the campus if students choose to be irresponsible concerning their

use and the proper disposal of trash. No food or drink will be allowed in classrooms without prior approval by the principal. Vending machines may NOT be used during class. No food and/or drink will be sold in individual classrooms at any time.

THE INTERNET

Students must complete an Internet Agreement form before accessing the Internet. The form must be signed by both the student and parent/guardian. Using the Internet is a privilege and each student is personally responsible for his/her own actions. Unacceptable use or behavior will result in the suspension or revocation of the student's Internet access privilege and may result in suspension from school.

High School Cell Phone & Personal Electronic Device (PED) Policy.

Policy Overview

In compliance with Oklahoma Senate Bill 139, our high school enforces a strict "bell-to-bell" prohibition on student use of personal electronic devices (PEDs) during the instructional day. This includes, but is not limited to, cell phones, smartwatches, earbuds, headphones, tablets, and smart glasses.

Policy Supersession

This policy supersedes all previous cell phone and personal electronic device (PED) policies at Stilwell High School. It reflects updated requirements under Oklahoma Senate Bill 139 and is effective for the 2026–2027 school year.

Students are strongly encouraged not to bring personal electronic devices (PEDs) to school. However, if a student chooses to bring a device, it must remain powered off and either be stored securely in the student's locker or bag or turned into the office's designated holding area upon arrival. Unauthorized use of PEDs during the instructional day is a violation of school policy.

Exceptions, as outlined in Oklahoma Senate Bill 139, will be made for medical necessity and emergencies.

Student-Owned Laptop Use Policy

Students in concurrent classes, career and college center or virtual students may use personal laptops during instructional time only if the devices are approved by the school for educational purposes. To obtain approval, students must complete the **Student-Owned Laptop Approval Form** and receive authorization from the school administration. (All other students must use school issued devices only during class times due to networking safety protocols.)

Approved personal laptops must be used exclusively for classroom instruction as directed by the teacher. The student must adhere to all school policies regarding technology use, including internet safety and acceptable use policies. The school is not responsible for the loss, theft, or damage of personal laptops brought to school.

Failure to comply with these conditions may result in revocation of the privilege to use a personal laptop during school hours and may lead to disciplinary action as outlined in the school's disciplinary policy

Disciplinary Action Tiers

The following tiered disciplinary actions will be enforced for violations of Cell Phone policy

1. Student personal electronic devices are NOT ALLOWED to be used during school hours, (from bell to bell: 8:00 AM – 3:10 PM). These items must be turned OFF and out of sight, or placed in the appropriate holding area in the classroom during class time.
2. Student personal electronic devices cannot be used at any time during class time.
3. Any calls/text messages made on student personal electronic devices during the school day, (made to or received from a parent/guardian), for any reason (including illness or personal reasons), are a violation of the student personal electronic device policy. For illness or personal reasons in which contact with a parent/guardian is needed, students are expected to go to the office to use the phone. If any of the above rules are not followed, the student's personal electronic device will be confiscated and kept in the office for the remainder of the school day.

For all violations of the student personal electronic device policy, the student's parent/guardian will be required to pick up the device at the end of the school day. Student personal electronic devices WILL NOT be given back to the student.

- First Offense: (2) Days of Lunch Detention assigned, Document in Educators Handbook
- Second Offense: The student will be assigned five (5) days of Lunch Detention. Document in Educators Handbook
- 3rd Offense: The teacher sends the office a referral. The student will be assigned to the Solution Center - (3) days.
- 4th Offense: The teacher sends an office a referral. Solution Center- (5) days.
- 5th offense: The student will be assigned to the Solution Center for a period not to exceed - (30) days.
- 6th offense: The teacher sends an office a referral. S.A.I.L Academy Change of Placement

The following tiered disciplinary actions will be enforced for violations of Personal Electronic Device (PED) policy:

Tier 1: First Offense

- **Action:** The student is instructed to place the device in the designated secure holding area.
- **Consequence:** The student is assigned to the ISS/Solution Center for the rest of the day.
- **Device Retrieval:** If a device is confiscated, it will be placed in the school's secure holding area and will remain there until a parent or guardian retrieves it. This process ensures the safe return of the device to the correct student and prevents any potential loss or misidentification.
- **Notification:** The school will notify the parent/guardian of the violation and the actions taken.

Tier 2: Second Offense

- **Action:** The student is instructed to place the device in the designated secure holding area.
- **Consequence:** Assignment to the Solution Center for 3 consecutive school days.
- **Device Retrieval:** If a device is confiscated, it will be placed in the school's secure holding area and will remain there until a parent or guardian retrieves it. This process ensures the safe return of the device to the correct student and prevents any potential loss or misidentification.
- **Notification:** Parent/guardian meeting to discuss the violation/consequences, and future policy offenses.

Tier 3: Third Offense

- **Action:** The student is instructed to place the device in the designated secure holding area.
- **Consequence:** Assignment to the Solution Center for 5 consecutive school days.
- **Device Retrieval:** If a device is confiscated, it will be placed in the school's secure holding area and will remain there until a parent or guardian retrieves it. This process ensures the safe return of the device to the correct student and prevents any potential loss or misidentification.
- **Notification:** Parent/guardian meeting to discuss the violation/consequences, and future policy offenses.

Tier 4: Fourth Offense

- **Action:** The student is instructed to place the device in the designated secure holding area.
- **Consequence:** At Level 4, possible disciplinary actions may include short-term or long-term suspension, a change of placement, or a permanent placement in the SAIL program at the discretion of the administration.
- **Device Retrieval:** If a device is confiscated, it will be placed in the school's secure holding area and will remain there until a parent or guardian retrieves it. This process ensures the safe return of the device to the correct student and prevents any potential loss or misidentification.

- **Notification:** Parent/guardian meeting to discuss the violation, the change of placement, and policy compliance moving forward.
-

Refusal to Comply

Refusal to surrender a device upon request will be treated as insubordination and will result in immediate escalation to Tier 4 consequences, regardless of prior offenses.

Communication Protocol

- **Student-to-Parent Communication:** Students may request to use the office phone during school hours for urgent matters.
- **Parent-to-Student Communication:** Parents should contact the school office to relay messages to students during the school day.

Unauthorized Recording, Photography, and Social Media Posting

The use of personal electronic devices to record, photograph, or video any individual on school property during school hours without prior authorization is strictly prohibited. This includes capturing images or recordings in classrooms, hallways, restrooms, locker rooms, or any other areas within the school premises. Furthermore, posting, sharing, or distributing such unauthorized content on social media platforms or any public forum is a serious violation of school policy.

Disciplinary Action: Any violation of this policy, regardless of whether the incident was directly observed by staff or reported afterward, will result in an automatic escalation to **Tier 4** disciplinary consequences.

Additional Considerations: If the unauthorized recording, photography, or social media posting involves sensitive areas (e.g., restrooms, locker rooms) or is used to harass, bully, or intimidate others, the school may impose more severe disciplinary actions, including suspension or expulsion, in accordance with the student code of conduct and applicable laws.

Reporting and Investigation: All reported incidents will be promptly investigated by the school administration.

Legal Implications: Unauthorized recording or photography may violate state and federal laws, including privacy laws. The school reserves the right to involve law enforcement authorities if necessary.

PARENT/TEACHER GRIEVANCE STEPS:

STEP 1: Parents must make an appointment with the teacher about the complaint to get the facts.(Email or schedule a meeting)

STEP 2: The parent may request a meeting with the building Principal/Assistant Principal.(Schedule an appointment)

STEP 3: The parent may request a meeting with the Superintendent.(Schedule an

appointment) STEP 4: The parent may request a meeting with the Board of Education.

***Issues may be resolved at any step of the process.

POLICY REGARDING PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

CLUBS AND ORGANIZATIONS SPONSOR

Archery Club.....Steve Cochran

STEM Club.....Angie Catron

Purpose: To promote science, technology and math opportunities and to raise awareness of career related pathways.

Spanish Club.....Ligaya Allison

Purpose: To represent the Spanish culture in school and generate interest in the culture of Spanish speakers.

Bocce Team..... Dallas Essary

Purpose: Special Olympic Competition

Indian Heritage.....Gena Kirk

Purpose: To involve students of American Indian Descent in Native American activities.

FFA.....Ashley Thomas, Hannah Giadrone and Justin Reel

Purpose: To teach students enrolled in Ag class agriculture & wildlife.

Student Council..... Alycia Strand, Hayleigh Galvan and Preston Fenn

Purpose: Student government organization representing the entire student body and elected by their classmates.

Fellowship of Christian Students.....Erin Garay

Purpose: To install the Word of God into the hearts of followers and share the saving knowledge of Jesus Christ.

Speech & Drama Club.....Randy Buckner

Purpose: To give the opportunity to overcome the #1 fear of humans...public speaking!

FCCLA.....Diane Eubanks

Purpose: To learn leadership skills, improve communication skills & develop social skills.

Academic Team.....Joshua Fenn

Purpose: To compete in interscholastic academic contests, & regional, area & state competitions.

Beta Club.....Kim Girdner

Purpose: Honor Academic Achievement through community service projects.

Key Club.....Abby Perez

Purpose: To develop initiative & leadership and serve the school and community.

Arvest Junior Board.....Alycia Strand

Purpose: To teach students banking and community service.

Chorus Randy Buckner

Purpose: To participate in Chorus competitions and promotes performance and improve vocal skills

4-H Club.....Gena Kirk

Purpose: Develop skills, learn to appreciate knowledge gained through 4-H experiences, develop leadership and citizenship, and discover, develop and use individual talents and abilities.

TSA.....Andy Kimble

Purpose: Gain knowledge in technology.

The Art Club.....Kim Hummingbird

Purpose: To provide students with a creative outlet in art and writing.

History Club.....Teresa Buzzard

Purpose: To promote the growth of interest in the field of social studies.

ESports.....William Matthews and Jon Ford

Purpose: To provide a positive environment for team building and technology exploration in the field of competitive video games.

Important note: Parents have the right to prohibit their student(s) from belonging to any organization or other extracurricular activity (including competitive athletics) in the school. If you do not want your child to participate in any of these activities, you must inform the school in writing which clubs, organizations and/or other extracurricular activities that you do not want them to participate in. This notification should be sent to the school within 15 days after your child's initial enrollment of school.

STUDENT ACADEMIC AND BEHAVIOR EXPECTATIONS

Participation in extracurricular activities at Stilwell High School is a privilege, not a right. Students' behavior while representing Stilwell High School in extracurricular activities (e.g., field trips, performances, contests, athletic competitions, etc.) is to be above reproach.

Only students who are fully eligible scholastically and meet all other requirements set forth by the club, organization, or sponsors will be permitted to represent the school in any capacity; It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different punishments. That is, the extracurricular student may receive the same punishment as the regular student in addition to being declared ineligible to participate in extracurricular activities.

ELIGIBILITY STATEMENT (OSSAA RULES AND REGULATIONS)

The student eligibility policy affects all student activities that are competitive in nature, involving two or more schools, and where recognition, ratings, or awards are given, and winners determined. Non-participating students who wish to attend athletic events or go on school-sponsored events or trips during the school day must also meet Stilwell High School eligibility requirements as stated previously.

- 1) **Academics**-Activity participants in grades 9th-12th must have maintained, up to the end of the preceding week in which the activity occurs, a passing grade in all subjects. If

students fail to meet the minimum scholastic standard at the end of the week; they will be placed on probation for the next one-week period. During probation students may continue to participate in activities. If students are failing to meet the minimum scholastic standard in any class at the end of a probationary one-week period, they will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. Students who have lost eligibility under this provision must achieve minimum scholastic standards in order to regain eligibility. Students regain eligibility with the first class of a new one-week period.

- 2) **Attendance-To compete, students must be in attendance at least three periods the day of a contest. Students in ISD are NOT eligible to represent SHS at any school activity. Students are not allowed to participate in extracurricular activities if their attendance is less than ninety percent (90%)**
- 3) **Appeals for Exceptions to Policy**-In order to request an exception, the student/parent/sponsor must present the following evidence to the principal three days in advance of the scheduled activity: a) Must have a "C" average in the subject he/she is requesting to miss and prove that his/her grades were not adversely affected by the previous days of absence. b) Must have all work turned in and have no missing assignments. c) Must request an absence that, in the view of the administration, will benefit the student and/or the school. The decision of the principal is final.

TRANSPORTATION POLICY

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Students may not ride in private vehicles from any extra-curricular activity without prior written consent of the requesting student's parent/guardian and consent of the activity sponsor. The consent statement must list the name of the adult person with whom the student will be riding and must release the school from liability. Forms are available from sponsors. Coaches and sponsors will set forth rules for the students to abide by regarding private transportation to and from school sponsored events and inform the students of such policies.

WHAT TO DO IF YOU BECOME SICK AT SCHOOL **STUDENT PROCEDURES**

Students who become ill during the day must tell the classroom teacher and report to the Principal's office. The teacher may assign another student to accompany the ill student to the office. The parent/guardian will be notified as soon as possible. In the event that the parent/guardian cannot be reached, the emergency contact listed on the student will remain at school until a parent, guardian, or authorized emergency contact provides the school with the proper procedures to follow concerning the student's departure from school.

If a student is injured in an accident and needs emergency care, every effort will be made by the school nurse, administration, and staff to contact the parent/guardian as soon as possible. The school nurse may administer emergency care in case of an accident or injury, but treatment is held to the responsibility of the parent/guardian and family physician. If the injury requires immediate medical care or transportation to a medical facility, school officials may call the local ambulance service.

Students are not to remain in the restroom or other school area after becoming ill without supervision of a certified staff member.

THE SCHOOL NURSE

The school nurse provides assistance in evaluating present or potential health problems, provides the essential liaison between the health and educational needs of pupils with chronic illnesses or handicaps, provides the direction for care of pupils who become ill or injured to school, assists school administrators to meet school health policies of the school district, and functions as a school team member to assist each pupil to optimal achievable health.

Healthcare in the school, as provided by the school nurse, includes identification of health problems, preventive health measures, health maintenance care, and necessary therapeutic intervention. Any student who takes a prescription medication during the day must complete a form granting permission for the school to administer the medication and return it to the nurses' office. It is unlawful for any student to carry prescription drugs at school.

STUDENT INSURANCE

Stilwell High School does NOT provide health or accident insurance coverage for students who regularly attend school or participate in extracurricular activities. A parent/guardian may purchase a student accident insurance policy from a student insurance company designated at the beginning of each school year by the Stilwell School System. The cost of the insurance is strictly the responsibility of the parent/guardian and not the Stilwell School System.

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ACADEMICS AND GRADING POLICIES **GUIDANCE AND COUNSELING OFFICE**

Qualified counselors are available to assist students throughout the school day. Students desiring a conference with a counselor should schedule an appointment through the counselor's office. Counselors will assist the student as soon as possible.

IN AN EMERGENCY SITUATION, STUDENTS WILL RECEIVE ASSISTANCE IMMEDIATELY

The guidance and counseling office may assist students with the following:

- Enrollment, course selection, and scheduling
- Grade check forms
- Future planning and college information
- Inquiries about progress reports and report cards
- Request for class changes
- OHLAP information
- Graduation information
- Completion of Oklahoma Driver's License Form
- ACT and SAT registration packets
- Financial aid packets
- Scholarship information and applications
- College application processing

Students should inform the counselors of any changes in living situations, medical or health concerns, change of address or phone numbers, etc.

CHANGING CLASS SCHEDULES

Class schedules will be designed to fit the individual needs of each student and are based on the academic courses needed for graduation. Students and parents/guardians should review the schedules carefully, and report any class change requests to the counselor as soon as possible. All schedule changes should be approved by the counselor and principal. Failed classes will be made up either in Alt Ed and/or credit recovery, which will consist of an elective class and/or after school. 1) The schedule was entered into the computer incorrectly (human error).

2) The student earned credit outside of SHS and no longer needs a course listed on the schedule.

3) The student is placed in a course before meeting prerequisite requirements.

Class changes are subject to the approval of the counselor and principal. Students may not change from one subject area to another after the first five days of school and expect to receive credit for the course.

Students enrolling late and do not have sending grades for the current school year due to differences in school calendars, may receive placement tests in order to receive credit for the semester.

VIRTUAL SCHOOL

- Eligibility and Process Students interested in enrolling in the SHS Virtual Academy must:
- Schedule a meeting with the Virtual School Director to begin the approval and enrollment process.
- Maintain a minimum 2.5 GPA and a record of good attendance.
- Have reliable internet access at home. (A Chromebook may be provided by the school if needed.)
- Sign and return a Virtual Parent-Student Contract (both student and parent signatures required).
- Submit a completed SHS Virtual Academy Enrollment Packet (separate from the virtual agreement).
- Make a semester-long commitment to virtual school.
- Complete enrollment within the first five (5) school days of a new semester.
- Under special circumstances, students may be enrolled after the 5-day window with approval from the Virtual School Director and SHS administration.

BENCHMARK TESTING REQUIREMENTS

Stilwell High School administers **three (3) ACT-aligned benchmark assessments** each academic year — Fall, Winter, and Spring — to every student in grades 9–12.

Make-Up Window: Students who are absent on the scheduled benchmark day must complete the assessment within **five (5) school days** of their return.

Eligibility Consequence: Failure to complete a missed benchmark within the make-up window will render the student **ineligible for extracurricular participation** (athletics, clubs, performances, field trips, etc.) until the assessment is completed.

****Juniors who increase their spring composite ACT score by two (2) or more points compared to their Pre-ACT score will be exempt from Senior year benchmark testing.**

Documentation: Benchmark completion status, exemptions, and any resulting ineligibility must be documented by the **building testing**

INCOMPLETE GRADES

Students receiving an **I** (incomplete) for a semester will have two weeks from the last day of the semester to make-up assignments and/or tests. Once the student has completed all assignments and/or tests, the teacher will average the student's grade, complete an *Incomplete Grade Change*

Form, and turn it into the registrar. The registrar will change the student's grade and issue the student an updated report card. If an *Incomplete Grade Change Form* is not received, the grade will automatically be changed to an **F** (failed).

REPORT CARDS

Report cards will be issued at the end of each semester. Progress reports will be issued for parent teacher conferences. Grades can be checked daily by parents through the Wengage system. The final report card of the year will be available to be picked up by a parent two weeks after the completion of the school year.

TRANSCRIPTS

A student under the age of 18 must have a parent/guardian sign a transcript request form in order to receive an official copy of his/her transcript. Transcript request forms are available in the counselor's office and the registrar's office. A transcript request can also be submitted on our school website. Transcripts may be released to students without parental consent in special circumstances that include, but are not limited to, requests from counselors, academic advisors, classroom student portfolios, college admissions applications, scholarship applications, etc.

HOLDS ON TRANSCRIPTS AND REPORT CARDS

If a student owes money for lost or stolen textbooks, fundraising merchandise, club or organization fees, etc., a hold will be placed on the student's transcript and final report card. The transcript and/or final report card will not be released until all fees are paid or the books are returned. The student should pay for all fees in the principal's office and take the receipt to the registrar to have the holds removed from the transcript. Students who have holds due to fundraising merchandise are subject to embezzlement charges through Oklahoma Juvenile Affairs.

GRADE POINT AVERAGE (GPA)

All students maintain a grade point average (GPA) that is listed as a part of their permanent record. Each student's GPA is based upon semester grades received in each class and is calculated upon completion of each semester that the student is in attendance.

In compliance with Stilwell High School Board policy, the cumulative grade point average for students entering the 9th grade during the 2004-05 school years and beyond will be calculated using grades earned at the secondary level (9th-12th grades). Students will continue to receive credit for approved courses taken for high school credit at the middle school level; however, the student must have earned a grade of 60 percent or higher to receive high school credit for the course. The letter grade earned at the sending school will be posted with an underscore in front of the said grade so that these grades will not be calculated in the cumulative GPA and the amount of credit earned will be entered on the student's transcript. High school credit earned prior to entering Stilwell High School will continue to meet graduation requirements until entering freshman of 2008-09.

OUTSIDE CREDITS

Any accredited public or private high school credits are accepted at Stilwell High School.

INDIAN CAPITAL TECHNOLOGY CENTER

The Indian Capital Technology Center located in Stilwell provides participating high schools with an extended curriculum. The students attend three hours a day and receive four hours credit at the technology center in either the morning or afternoon. Many programs also offer opportunities for simultaneous enrollment in college courses. During the remaining portion of the day, the students are scheduled at Stilwell High School. All other subjects and extracurricular activities are provided at Stilwell High School. Please contact the counselors for more information.

WEIGHTED COURSES

A weighted system will be used for students who successfully complete weighted courses with a grade of C or better. Stilwell High School grants one point for weighted courses and one additional point for passing an Advanced Placement exam. See course description book for prerequisites to any of said courses.

<i>Algebra 3</i>	<i>Chemistry I & II</i>	
<i>Anatomy</i>	<i>CTE STEM Adv Robotics</i>	<i>AP U.S. History</i>
<i>Anatomy (ICTC)</i>	<i>AP Language & Composition</i>	<i>AP Literature & Composition</i>
<i>AP Calculus (OSSM)</i>	<i>Computer Science I & II</i>	<i>Pre-AP English I & II</i>
<i>Pre-Calculus</i>	<i>Ecology</i>	<i>Humanities</i>
<i>Biotechnology-STEM</i>	<i>Trigonometry</i>	<i>Zoology</i>
<i>Long-Term Care/Home Health Care Assistant (ICTC)</i>	<i>IT: Network Mgmt, Support, and Security (ICTC)</i>	
<i>AP Physics (OSSM)</i>	<i>All College Courses</i>	<i>Cybersecurity</i>

STILWELL HIGH SCHOOL GRADING SCALE (4.0 GRADING SYSTEM)

NON-WEIGHTED GPA	SCALE WEIGHTED GPA SCALE	PASSED AP EXAM
A= 4 POINTS	A= 5 POINTS	AA= 6 POINTS
B= 3 POINTS	B= 4 POINTS	BB= 5 POINTS
C= 2 POINTS	C =3 POINTS	CC= 4 POINTS
D= 1 POINTS	DOES NOT APPLY	DOES NOT APPLY
F= 0 POINTS		
IA= 0 POINTS		
P= NOT CALCULATED IN THE OVERALL GRADE POINT AVERAGE		

BOTH THE NON-WEIGHTED AND WEIGHTED GRADE POINT AVERAGES WILL BE LISTED ON THE TRANSCRIPTS.

EARNING CREDITS AT STILWELL HIGH SCHOOL

Students may receive an **IA** (inadequate attendance) if they do not meet the minimum attendance requirement. A student must have at least three credits to be classified as a sophomore, ten credits to be classified as junior, and seventeen credits to be classified as a senior.

ADVANCED PLACEMENT COURSES AND EXAMS

The College Board's Advanced Placement Program allows students to enroll in college-level studies while still in secondary school and to receive credit in both high school and college. The Advanced Placement Program provides access to high quality

education and accelerated learning. The program rewards achievement and enhances both high school and college programs.

Students enrolled in such courses may opt to take the Advanced Placement exams at the completion of the AP course. A passing score will qualify students for college credit. The exam cost is approximately \$85. Fee waivers are available through the College Board for students receiving free/reduced lunches or taking multiple tests. Any student who takes and passes an AP exam prior to the senior year will receive an additional point for the AP course taken (See Stilwell High School Grading Scales). Copies of the test score report will be kept in the registrar's office and the student's cumulative folder located in the counselor's office.

CONCURRENT ENROLLMENT STUDENT (REGULATION) In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her junior and/or senior year.

In order to enroll concurrently in college coursework, students must meet the following requirement:

1. Be a senior enrolled in sufficient credits to complete graduation requirements by the end of the school year.
2. Be enrolled at Stilwell High School less than full-time, (Fewer than seven credit courses).
3. May not exceed full-time college workload of 19 semester credit hours. (One-half high school unit shall equal three semester credit hours).
4. Must be enrolled in a full daily schedule of at least four units (hours).
5. Must have written permission of a parent or legal guardian.
6. Achieve a composite American College Test (ACT) or Scholastic Aptitude Test (SAT) score using Oklahoma norms as follows:
 - A. Comprehensive universities: ACT/SAT 75th percentile 24/1090
 - B. Regional universities: ACT/SAT 62nd percentile 20/940
 - C. Two-year colleges: ACT/SAT 46th percentile 19/900

CONCURRENT ENROLLMENT cont.
-OR

- A. Comprehensive universities: 3.0 GPA and top 30 to 33%
- B. Regional universities: 3.0 GPA and top 50%
- C. Two-year colleges: 3.0 GPA

Eleventh grade students must meet the following requirements:

1. Be enrolled in sufficient credits to be eligible to satisfy graduation requirements no later than the spring of the senior year, as attested by the high school principal.
2. Achieve a composite score at or above the 90th (25/1130, 23/1060 or 21/980) percentile on the ACT using Oklahoma norms, or a combined verbal and mathematical score on the SAT at or above the 90th percentile using national norms. If a student's ACT or SAT composite score is not at the 90th percentile, but a sub score is at the 90th percentile, the student may enroll in coursework in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area. Colleges require a score of 19 in each sub score area of the ACT in order for a student to enroll in that area of study concurrently.

Other students not qualified by grade level might be considered for full enrollment or concurrent enrollment under the Opportunity Admission Category.

Students wishing to exceed the work load limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of

semester credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The collegiate portion of the student's workload must be taken from regular faculty members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

A student who is otherwise eligible under these regulations may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit hours 50 percent greater than the number of weeks in the applicable semester/term.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may enroll only in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

Following high school graduation, a student may continue enrollment at the institution to which the student has been admitted or may transfer to another institution in the state system, provided that during the provisional enrollment period the student has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as “elective credit” unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

The following conditions will apply:

Any course taken to replace a required high school credit will be calculated into the GPA as a weighted course if the student passes the course and receives college credit. It will be transcribed as any high school credit with a notation as to what institution provided the coursework. For those students participating in OSSAA sanctioned events, proof of eligibility must be provided weekly for any coursework taken to replace a required high school credit. All eligibility rules then apply in these instances.

A. Any student enrolled concurrently will have to follow the guidelines set forth by the OSSAA in regard to eligibility. Therefore, concurrent students will be asked to submit grade reports weekly just as grades are checked weekly at Stilwell High School to determine a student’s academic standing. If a student has a failing grade in any one

subject or more for two weeks consecutively, they will be ineligible to participate in any extracurricular activities. Eligibility runs Monday through Sunday. Please refer to the Stilwell High School Handbook for further explanation of current OSSAA eligibility guidelines.

B. It will be the student’s responsibility to provide a certified transcript from the university granting the credit as soon as it is available at the end of the semester.

CORE CURRICULUM/OHLAP

Curriculum Area	Units/Sets of Competencies	Courses
Language Arts	4	1 Grammar and composition, and 3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advance English courses, or other English courses with content and/or rigor equal to or above grammar and composition. 1 Algebra I or Algebra I taught in a contextual methodology, and 2 which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance*, Intermediate Algebra*; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary courses with content and/or rigor equal to or above Algebra subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics I.
Mathematics	3	
Science	3	1 Biology I or Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.
Arts	2	Units or Sets of Competencies The Arts which may include, but are not limited to courses in Visual Arts and General Music.
Social Studies	3	1 United States History, <u>½ to 1</u> United States Government, <u>½</u> Oklahoma History, and <u>½ to 1</u> which may include but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.
Personal Financial Literacy	.5	Students shall fulfill the requirements for a Personal Financial Literacy Passport in order to graduate from a public high school accredited by the State Board of Education with a standard diploma. The requirements for a Personal Financial Literacy Passport shall be the satisfactory completion and demonstration of satisfactory knowledge in all 14 areas of instruction during grades seven through twelve.
Electives	8	
CPR	0	Required for all students
Certification		
Total	23.5	

CORE CURRICULUM/OHLAP

Curriculum Area	Units/Sets of Competencies	Courses
Language Arts	4	<u>1</u> Grammar and composition, and <u>3</u> which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advance English courses, or other English courses with content and/or rigor equal to or above grammar and composition.
Mathematics	3	<u>1</u> Algebra I or Algebra I taught in a contextual methodology, and <u>2</u> which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance*, Intermediate Algebra*; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary courses with content and/or rigor equal to or above Algebra subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other mathematics I.
Science	3	<u>1</u> Biology I or Biology I taught in a contextual methodology, and <u>2</u> in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.
Arts	2	Units or Sets of Competencies The Arts which may include, but are not limited to courses in Visual Arts and General Music.
Social Studies	3	<u>1</u> United States History, <u>½ to 1</u> United States Government, <u>½</u> Oklahoma History, and <u>½ to 1</u> which may include but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.
Personal Financial Literacy	.5	Students shall fulfill the requirements for a Personal Financial Literacy Passport in order to graduate from a public high school accredited by the State Board of Education with a standard diploma. The requirements for a Personal Financial Literacy Passport shall be the satisfactory completion and demonstration of satisfactory knowledge in all 14 areas of instruction during grades seven through twelve.
Electives	8	
CPR Certification	0	Required for all students
Total	23.5	

STILWELL HIGH SCHOOL GRADUATION EXERCISES REGULATION

Students who have not met A.I.I. requirements for graduation shall not be permitted to participate in the graduation exercises.

OKLAHOMA COLLEGE AND UNIVERSITY REQUIREMENTS

Option 1 (ACT or SAT)

College /University	ACT
University of Oklahoma	24 1090
Oklahoma State University	22 1020
Regional Universities	20 940
Two-Year College	No minimum required No minimum required

Option 2 (GPA and Class Rank)

University of Oklahoma	3.0	Top 25%
Oklahoma State University	3.0	Top 33%
Regional Universities	2.7	Top 50%
Two-Year College	No minimum required	No minimum required

Option 3

**GPA in the State Regents' 15 Unit
High School Core Curriculum****

University of Oklahoma*	3.0 (22 ACT required)
Oklahoma State University	3.0
Regional Universities	2.7
Two-Year Colleges	Does Not Apply

OPTIONS FOR ADMISSION FOR FIRST-TIME ENTERING

HIGH SCHOOL STUDENTS

*Students who are in the top 26-30% of their class in Option 2, or admissible under Option 3, will be placed on a waiting list and admitted on a space available basis.

The admission standards are set by the Oklahoma State Regents for Higher Education and are revised annually if needed.

**Colleges and universities will add additional weighting (1.0) to the GPAs of students who take the College Board Advanced Placement courses and the higher-level International Baccalaureate courses.

RECOGNITION OF STUDENTS FOR ACADEMIC ACHIEVEMENT

The academic record a student earns in high school helps determine the student's future in higher education and in employment opportunities.

Stilwell High School students are encouraged to enroll in courses that challenge them academically. As an incentive for students to enroll in high-level and Advanced Placement courses, a weighted grading scale is in place. The Stilwell Board of Education determines the courses that will receive an additional grade point (e.g., **A** = 5.0, **B** = 4.0, and **C** = 3.0) and publishes the list of weighted courses in the Stilwell High School Handbook. Students must earn a grade of C or higher to receive the additional grade point.

The weighted grade point average is used when determining which students will qualify to receive recognition for specific academic achievement by state agencies, national and local organizations, and school organizations and departments. Stilwell High School uses the weighted grade point average to determine which students qualify for the following:

⌘ Graduate with Honors ⌘ Oklahoma Academic Scholar ⌘ Oklahoma Honor Society ⌘ Graduate with Highest Honors ⌘ Class Rankings

When students apply for admission to college and universities and complete scholarship applications, the grade point average requested by the institution will be entered on the application by the counselors or registrar.

Student transcripts include both, the weighted and non-weighted grade point averages, the class rank, the number of students in the class, the date of graduation, and test scores. The school registrar maintains student transcripts and test scores. Requests for transcripts should be made through the registrar's office. The first transcript request will be free of charge, however, after the first request, there is a fee of \$1.00 for each request thereafter.

GRADUATE WITH HONORS

The Stilwell High School *Graduate with Honors* program recognizes students who have achieved a high-level of academic success during their high school career. To be named to the *Graduate with Honors* program, a student must meet the following criteria:

- The cumulative weighted grade point average, including grades earned the first semester of the senior year, must be 4.0 or higher.
- Grades are averaged at the end of the first semester of the senior year and will be calculated with the previous six semesters.
- The students must meet the Stilwell High School graduation requirements for a high school diploma.
- The students must complete two units of advanced coursework. Advanced coursework is defined as a course designated as weighted at Stilwell High School.
- Students must rank in the top 10% of their graduating class.

GRADUATE WITH HIGHEST HONORS

The Stilwell High School *Graduate with Highest Honors* program recognizes students who have achieved the highest level of academic success during their high school career. To be named to the *Graduate with Highest Honors* program, a student must meet the following criteria:

- The cumulative weighted grade point average, including grades earned the first semester of the senior year, must be 4.0 or higher.
- Grades are averaged at the end of the first semester of the senior year and will be calculated with the previous six semesters
- The students must meet the Stilwell High School graduation requirements for a high school diploma
- The students must complete two units of advanced coursework. Advanced coursework is defined as a course designated as weighted at Stilwell High School.
- Students must rank in the top 3% of their graduating class.

OKLAHOMA ACADEMIC SCHOLAR

The purpose of the *Oklahoma Academic Scholar* program is to recognize the outstanding academic achievement of graduating seniors in compliance with State law that became effective in 1986.

Oklahoma Academic Scholars receive a certificate of recognition from the State Board of Education and the local high school, a gold seal affixed to their diploma, and the honor recorded on their official transcript.

- Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an ***Oklahoma Academic Scholar***:
- Accumulate over grades 9, 10, 11 and the first semester of grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the top 10 percent of their class.
- Complete (or will complete) the curricular requirements for a standard diploma.
- Achieve a 27 composite score on the ACT or 1220 combined score on the SAT 1. The ACT or SAT 1 must have been taken on a national test date.

OKLAHOMA HONOR SOCIETY

The purpose of the Oklahoma Honor Society is to promote high standards of scholarship among the student body. The top 10 percent of the student body making the highest average marks using Stilwell High School's weighted grading scale will be nominated.

Membership will be based upon the work done during the first semester of the current year and the second semester of the preceding year. The standing of students enrolled in the first year of a particular organizational level will be based on the work done during the first semester of the current year.

Students will be nominated by March 15 of each year and a list of the nominated students will be sent to the Oklahoma State Department of Education. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed at a special awards assembly at the end of the school year.

STILWELL HIGH SCHOOL HONOR ROLLS

SUPERINTENDENT'S HONOR ROLL

Students must maintain an A in each class taken for the semester. The traditional non-weighted grading scale will be used. The Superintendent's Honor Roll will be printed in the local newspaper at the end of each semester.

PRINCIPAL'S HONOR ROLL

Students must maintain an A or B in each class taken for the semester. The traditional non-weighted grading scale will be used. The Principal's Honor Roll will be printed in the local newspaper at the end of each semester.

OTHER HONORS

The top twelve ranked Juniors (weighted GPA) will serve as the ushers, greeters, and flag people at the Senior graduation. The top two boys and top two girls will serve as the ushers. The next two ranking will be flag people, and the final six will be our honorary greeters who hand out programs.

MR. AND MISS SHS

Mr. and Miss SHS is an honor voted on by the senior class members only. The top five ranked boys and top five ranked girls are eligible to receive this honor. The ranking is according to the weighted GPA.

HOMECOMING QUEEN

Our Homecoming queen shall be an all school **sports** queen. These young ladies will represent the sport in which they are chosen as queen. The ladies must be seniors. The entire student body shall have an opportunity to vote on Homecoming Queen, but the individual queens will be selected by the members of each sport. If a sport has no girls that play that sport the members may choose from any girl in the senior class. Therefore, homecoming queen will be selected from one of the following sports programs: *Track , Cross-Country, Archery, Fast and Slow Pitch Softball, Baseball, Skeet Shooting, Cheerleading, Golf, Football, Basketball, Wrestling, Weightlifting, and Soccer*

EXPECTATIONS OF STILWELL HIGH SCHOOL STUDENTS

In an effort to give students a general idea of what behaviors are expected of them, we offer the following guidelines:

1. Students should **ATTEND** school regularly.
2. Students should **BE PREPARED** for each class.
3. Students should **UNDERSTAND** and **FOLLOW** school policies.
4. Students should **RESPECT** the worth and dignity of each individual.
5. Students should **RESPECT** the rights and responsibilities of faculty members as they perform their duties.
6. Students should **RESPECT** the rights of fellow students.
7. Students should **RESPECT** the rights and responsibilities of other school personnel, such as custodians, clerical staff, food service, and transportation employees.
8. Students should be **PROMPT** in arriving at their assigned places.
9. Students should **OBSERVE** a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
10. Students should **INVOLVE** themselves in the total school program and **AVAIL** themselves of all the school has to offer in the way of curriculum.
11. Students should **DEVOTE** all of their energies toward realizing their potential.

ATTENDANCE INFORMATION

ABSENCE PROCEDURE

- 1) The parent/guardian shall notify the principal's office of the absence promptly.
- 2) Students missing more than 15 minutes during any one class period will be considered absent.
- 3) A written statement from a medical doctor or dentist verifying treatment should be presented to the principal's office upon returning to school. Notes must be presented 48 hours after an absence has occurred or they will not be accepted.
- 4) The student shall bring a note to the principal's office on the day he/she returns to school in order to receive an excused absence.

If a student does not furnish an acceptable written excuse on the day of his/her return to school after an absence has occurred, the absence will be considered unexcused.

RESPONSIBILITY OF ATTENDANCE

Attendance is taken each period of the school day. The recorded absences and tardies are reported to the assistant principal's office. State law requires that students be in attendance at school and gives the responsibility of school attendance to the parents/guardians and students.

ATTENDANCE NOTIFICATIONS

In an attempt to keep parents/guardians informed of their student's attendance, the school may attempt to contact parents in a variety of ways including: emails, text messages, phone calls and/or letters sent home with the student's progress report if the student has accumulated five or more absences within the semester, whether the absences are excused or unexcused. In addition, the parents may monitor attendance daily through the Wengage system.

PERFECT ATTENDANCE INCENTIVES

Stilwell High School encourages students to be in attendance at school on a regular basis. Students with perfect attendance at the end of a semester will receive a pass to attend all home sporting events at no cost for the following semester.

TYPES OF ABSENCES

Excused absences result when a student misses one or more classes during a school day with the knowledge or permission of the parent/guardian or school authorities. Examples of excused absences are as follows: Excused absences are absences with proper documentation.

Unexcused absences result when a student misses one or more classes during a school day with or without the knowledge of a parent/guardian for reasons set forth by the school as unacceptable. Unexcused absences are absences without proper documentation.

School-related absences result when an official absence is requested and sanctioned by the school, such as field trips and academic or athletic events. The maximum number of school related absences is ten per class period for the school year.

Sponsors and coaches must submit a school-related list of all participating students each time they attend a school-sponsored or school-sanctioned activity. Extracurricular activities, whether sponsored by the school or an outside agency, which removes the student from the class for more than half of a class period are recorded as a school-related absence. Additional absences may be granted for state and national events. **The following activities will not count as an absence nor will they count against the allowable eight (8) day rule:** *School assemblies and workshops, school scheduled pictures, class meetings, end-of-instruction and other school approved testing, serving as a legislative page, state and national events.*

MAKE-UP WORK

Students are encouraged to make up any work missed during an absence in order to meet course requirements and avoid gaps in the learning process.

In general, students will be granted one school day for each school day missed. Make-up time will not include the first day back from an absence. More time may be allowed at the discretion of the teacher depending on the nature of the assignment(s) and length of the absence. Students are responsible for acquiring, completing, and turning into the teacher within the determined time period any work missed. If a student is aware of the absence beforehand (school-related, doctor appointment, etc), the student is strongly encouraged to inform the teacher so that the assignment may be obtained and the work can be complete upon return to school

Any work turned in after the teacher's deadline may result in grade reduction of failure. A zero (0) will be given for missing assignment.

Projects and reports that were assigned prior to the excused absences shall be turned in upon the student's return to school. Students needing to take make-up tests must make arrangements with individual teachers. Exceptions may be granted due to the extent and/or nature of the absence or the specific class work missed. Students are encouraged to talk with their teachers. A make-up test will be given at the time the teacher determines unless the test was scheduled in advance. In this case, the test should be taken on the scheduled date.

Any test or assignment announced during class in the student's presence prior to ANY type of absence shall be made up the day the student returns to class. Any exception to this shall be at the discretion of the teacher or principal.

MAKE UP WORK FOR EXTENDED ABSENCES

If students anticipate their absence will go beyond three school days, they may request missed work through the counselor's office by calling 918-696-3621 before 9:00 a.m. Requests for work will be sent to each of the student's teachers, and every effort will be made to obtain the work by 2:45 p.m. the day of the request. Students who miss less than three days should wait and receive the missed work from the teacher upon return to school.

EIGHT-ABSENCE POLICY

Students may not exceed eight (8) absences in a semester grading period in any one class. All excused and unexcused absences accumulate toward the eight-absence rule. It is important to note that excused absences are not automatically discounted. Students who are absent more than eight (8) days in a semester will receive a grade of Inadequate Attendance (IA). Students receiving an IA are not eligible for the Superintendent's or Principal's Honor Roll for that semester. Students who exceed the eight-day absence limit will not receive credit for the course. Students will be required to repeat the entire semester course in order to receive credit for the course. Students will be required to write a letter to the Principal's office explaining his/her absences and a committee will review and consider all waived absence requests.

ATTENDANCE AND ABSENCE REVIEW

Due to unforeseen circumstances, a student may petition for an extension of the attendance requirement. Days may be discounted at the Vice Principal/Principal's discretion on a case-by-case basis with consideration being given to the student's previous attendance record, including, but not limited to, the reasons for the absences and the frequency of tardiness and truancy. The parent/guardian/student must provide a written request to the principal's office for review one week prior to the end of the semester.

All documentation must be present in the student's attendance folder within the guidelines as outlined under absence procedures. No late or additional documentation will be accepted or received by the committee. It is the student's responsibility to follow the absence procedures to ensure that proper documentation is available for the review committee.

TRUANCY

Attendance has a direct correlation to scholastic achievement and recorded grades. Stilwell High School views truancy as a sign that a student may become a school dropout. In the best interest of the student, it is treated as a serious offense. School work cannot be made up for truancy. The student will receive a zero (0) grade on work missed due to a truancy. A student is considered truant if the student misses more than eight absences per semester. A student who misses more than eight absences a semester will receive an IA (Inadequate Attendance) for the class, which is considered an F.

ACTION FOR TRUANCY

- First truancy offense will result in a visit from a truancy advocate.
- After ten absences have accrued, a truancy ticket will be issued.
- Missing ten consecutive days in a row can result in the student being dropped from school.

DENIAL OF DRIVER'S LICENSE DUE TO TRUANCY

The Oklahoma Department of Public Safety shall deny a license, restricted license, or instruction permit for the operation of a motor vehicle to any person under the age of 18 who does not present documentation that he/she is enrolled in school at the time of application. The Oklahoma Department of Public Safety has the right to suspend a license due to truancy.

TARDY POLICY

STUDENT RESPONSIBILITY STATEMENT

Stilwell High School believes punctuality is important and that the responsibility for punctuality rests with the students. Good time-management skills will serve students regardless of their attendance/grade record books. Any tardy exceeding 15 minutes will be counted as an absence. Failure to report to class when tardy will be considered truancy. Three tardies constitute one unexcused absence. Tardies will be cumulative for each semester.

CONSEQUENCES FOR BEING LATE TO CLASS REPEATEDLY

FIRST TARDY-Students shall receive a verbal warning from their teacher/school official. **SECOND TARDY**-Teachers will assign detention (1).

THIRD TARDY-The teacher will assign the student to morning detention (2) and will attempt to make verbal or written parent contact.

FOURTH TARDY AND ALL SUBSEQUENT TARDIES-Referral to assistant principal, intervention will be based upon Discipline Action Level 2 or 3.

PURPOSE OF DISCIPLINE POLICIES

The purpose of the discipline policy is to correct the misconduct of the students and to promote a positive atmosphere for learning. Stilwell High School will not tolerate disruptive acts that interfere with school tranquility, the safety of students and others associated with the school, or the damaging of property.

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of others.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint, which will make you a better person.

Stilwell High School students shall be under the supervision of and accountable to all personnel.

This supervision shall include the following:

- All school-sponsored curricular and extra-curricular activities
- All events sponsored by Stilwell Schools including events directed toward general audiences
- Traveling to and from school
- Attending any school-sponsored activity or event whether at Stilwell or a host site

- Traveling to and from any school-sponsored activity or event whether at Stilwell or a host site

Stilwell Schools recognizes that it is impossible to identify all student actions that might require staff administered consequences. Therefore, discipline may be administered for student actions that may not be described in the Stilwell Board of Education's policies or student handbook.

The Stilwell Board of Education has adopted the following policy and procedures dealing with student behavior. The board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Stilwell High School. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

The following pages will give examples of behaviors that will result in disciplinary action, up to and including school intervention options, suspension, Stilwell Alternative Academy placement, etc. The rules apply to behavior at school, while in school vehicles, attending school events or going to and from school events.

STUDENT BEHAVIOR GUIDELINES

The guidelines will serve to establish and maintain a safe, secure, and positive learning environment. The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline, or the learning environment at the school.

Students will be subject to disciplinary action according to the degree of misbehavior. The discipline of students with disabilities will comply with federal and state laws. Assuming the responsibility granted to it by law, the Stilwell Board of Education has established the following list of behaviors that the Stilwell Public School System will not tolerate. This list is not expected to be all-inclusive.

1. Violation of school rules and regulations
2. Cheating
3. Violation of dress code
4. Inappropriate public behavior/public display of affection (PDA)
5. Unexcused tardiness
6. Truancy
7. Immorality
8. Theft
9. Vandalism
10. Willful disobedience of a request of a school official
11. Possession/distribution of pornographic materials
12. Use of profanity or vulgar/profane gestures
13. Gambling
14. Failure to attend detention
15. Forgery
16. Inappropriate use of technology
17. Any behavior that disrupts the educational process
18. Possession, use, or being under the influence of alcoholic beverages, low-point beer, or any drug or medication not administered by the school nurse, with parental authorization
19. Use or possession of tobacco or other smoking paraphernalia
20. Possession of fireworks or other explosive devices
21. Conduct which jeopardizes the safety of others including, but not limited to:
 - Possession, threat or use of dangerous weapons (e.g. pocket knives)
 - Fighting
 - Membership or involvement in gangs or gang-related activities, in secret clubs, fraternities, sororities, or other secret organizations
 - Bullying, threatening behavior, hazing, or harassment
22. Lying/Making False Accusations

The guidelines and regulations shall apply to all Stilwell High School students regardless of age, during school hours and at school events.

DISCIPLINE AND DOCUMENTATION EXPECTATIONS

All behavioral incidents—including detentions, Solution Center assignments, and cell phone violations—must be entered in Educators Handbook. This documentation is essential for monitoring trends, ensuring accountability, and supporting communication with parents.

METHODS OF DISCIPLINE

The methods of discipline described below shall be to alter and improve student behavior. Discipline shall be consistent with the nature and severity of the misbehavior and shall be consistent from students under similar circumstances considering the exceptions dictated by federal law.

THE ASSISTANT PRINCIPAL AND PRINCIPAL HAS THE AUTHORITY TO DETERMINE THE APPROPRIATE DISCIPLINARY ACTION ON A CASE-BY-CASE BASIS.

The following methods of discipline are general in nature and are not all-inclusive. Methods of discipline may include the following:

- **Detention- Before School, During Lunch, After school**
- **In-School Placement**
- **Stilwell Alternative Academy Placement**
- **Community service**
- **Corporal punishment**
- **Counseling**
- **Financial restitution**
- **Suspension (10 days or less)**
- **Expulsion (long-term suspension exceeding 10 days)**
- **Teacher review committee**
- **Conference with intervention committee**
- **Change of placement**

DETENTION

Detention may be assigned before school (7:40 a.m. to 8:00 a.m.) during lunch, after school (3:10 p.m. to 4:00 p.m.) These detention times shall be an isolated supervised study time. This detention shall consist of physical labor involving community service, campus beautification, etc.

Transportation for after school detention is the responsibility of the student and parent/guardian.

Students arriving late will be assigned additional time in the same or a different detention assignment. Students arriving more than 5 minutes late will not be permitted to serve detention on the day they are late. Failure to attend will result in further disciplinary action.

In all detention periods the student shall work on class-related materials at all times. The student is required to bring all necessary items for the completion of the assignments (books, paper, pencils, pens, homework assignments, etc.). If the student completes all assigned work, he/she will complete additional work on a case-by-case basis at the discretion of the detention instructor.

Refusal to work on assignments, talking, or any other forms of misbehavior will not be tolerated and may result in an extension of detention days and further disciplinary intervention actions.

Students will only be allowed to do up to forty (40) days of detention time. If a student goes beyond the allowed number of days it will constitute a greater measure of discipline such as ISD, Detention, or suspension.

ISP-IN SCHOOL PLACEMENT

IN SCHOOL PLACEMENT (ISP)

Overview In School Placement (ISP) is the updated name for the former Solution Center. ISP is a structured disciplinary setting where students are removed from their regular classroom environment while continuing their academic work under supervision.

Assignment Only school administration may assign students to ISP. Teachers may not place students directly into ISP but may refer disciplinary concerns through Educators Handbook for administrative review.

Length of Placement Length of time in ISP is determined by the severity of the offense. As a general guideline:

- **First Offense:** 3 days
- **Second Offense:** 5 days
- **Third Offense:** 10 days
- Additional offenses may result in longer placement or consideration for STAP.

Daily Expectations

- The ISP teacher maintains a clear set of expectations, rules, and a daily schedule.
- Students are expected to follow all directions, remain seated, complete assignments, and maintain appropriate behavior throughout the day.

Academic Work Students will continue academic work during ISP through teacher-supplied materials or online learning platforms. Students are expected to complete all assignments to maintain academic standing.

STILWELL ALTERNATIVE ACADEMY PLACEMENT

The Stilwell Public School system has implemented a comprehensive core curriculum and abbreviated educational service to meet the needs of those students who qualify for an alternative education. The program will service students in grades nine (9) through twelve (12). Classes will be held Monday through Friday at the S.A.I.L. Stilwell Alternative Innovative Learning will follow the same time as the high school. There will be a director, counselor and certified staff to serve students. The school will maintain a low student/teacher ratio. Students who attend the Stilwell Alternative Academy will receive full academic credit. Graduating seniors receive a Stilwell High School Diploma.

Students who are *at risk* of not completing an educational program due to factors such as poor attendance, truancy, poor academic performance, behavioral issues, substance abuse, lack of credits or teen pregnancy are considered for possible placement. The Stilwell Alternative School's screening and intake program will consist of a review of all student records including transcripts, attendance records, medical treatment reports, etc.

Those students receiving long-term suspension may be eligible for placement, but their placement will be limited to space and course availability. Students will not be permitted to participate in extra-curricular activities while serving a long-term suspension. Stilwell Public Schools will not provide transportation to and from the Stilwell Alternative Academy. Transportation is the responsibility of the student and/or the parent/guardian unless administration approval is obtained.

Stilwell Short-Term Alternative Placement (STAP)

STAP is a temporary placement at S.A.I.L. Academy for students facing behavioral, emotional, or academic challenges. It provides a structured setting focused on academic progress and behavior improvement.

Placement Criteria:

- Students are assigned to STAP after one major incident (Action 2 or higher) or three documented incidents in Educators Handbook.
- All placements are reviewed at the end of each 9-week grading period.

Return Guidelines:

- Students may return only at quarter or semester breaks and return based on academic progress and behavior.
- Students who are not meeting expectations may remain in STAP for another 9 weeks.

Early Return:

Early return may be considered at quarterly return reviews if the student:

- Is on pace and passing all classes (60% or higher),
- Has demonstrated appropriate behavior, and
- Receives recommendation from STAP staff and the Alternative Education Director.

Final return decisions are made by high school administration and the Alternative Education Director.

COMMUNITY SERVICE

Students may be required to provide a service for the improvement of the community or school campus under proper supervision. Some examples of service are cleaning the cafeteria area (wiping tables or picking up litter), ground beautification, or other services considered appropriate by the administration of Stilwell High School.

CORPORAL PUNISHMENT

Corporal punishment is viewed as a severe in school disciplinary procedure. Prior to administration of corporal punishment, the student's parent/guardian will be notified. A determination should be made prior to administering corporal punishment to determine if existing psychological conditions would render corporal punishment detrimental to the student. Corporal punishment is to be administered only by the assistant principal or principal. The site for administering corporal punishment is in the office of the assistant principal or the principal.

GUIDANCE AND COUNSELING

Guidance and counseling services will be available during any stage of the disciplinary process. Confidentiality of the counseling service shall preclude any disciplinary action if deemed appropriate for the benefit of the student.

SUSPENSION

Students who are guilty of serious acts of misbehavior may be placed on suspension for a specific number of days. During the suspension, the student shall not attend school-sponsored activities or be found loitering on any of the Stilwell School District campuses. School administrators have the authority to place a student on suspension if he/she is found guilty of committing any of the following acts of misbehavior:

- Acts of immorality
- Violations of local, state, or federal policies and/or regulations
- Possession and/or use of an intoxicating beverage, alcoholic beverage, or low-point beer
- Possession of missing or stolen property
- Possession and/or use of a dangerous weapon and/or a controlled dangerous substance
- Possession and/or use of a firearm shall result in out-of-school suspension of not less than one year.
- Acts which disrupt the educational atmosphere such as threatening students or school officials, damaging school property, or endangers the well-being of any person on campus

● Adjudication as a delinquent for a violent or non-violent offense

The assistant principal shall consider all other options (e.g. In-house placement and Stilwell Alternative Academy placement) before placing the student under suspension. In accordance with state statutes regarding suspension, students placed on out-of-school suspension shall be provided with a home-based work assignment plan, and/or the opportunity to complete ongoing assignments while under suspension.

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Students under suspension for a violent offense against a classroom teacher must obtain approval from the high school administrators and classroom teacher to re-enter the classroom for the completion of the semester and/or school year.

STUDENT CODE OF CONDUCT

Behavior Intervention Actions

Students who choose to not follow the rules are subject to disciplinary action. These actions may be taken by teachers, counselors, administrators or other school personnel. The behaviors listed are not intended to be all inclusive, but rather a guide for behaviors that meet similar definitions.

The discipline of students with disabilities shall be in accordance with the specifics outlined in the Individuals with Disabilities Education Improvement Act (IDEA) of 2004. The student's IEP team must convene prior to any disciplinary action which may impose a suspension that will result in more than 10 cumulative suspension days during the school year.

ACTION LEVELS

1. Conference
2. Intervention (does not include suspension)
3. Suspension (1-5 school days)
4. Suspension (6-10 school days)
5. Long-term Suspension (11 days or longer, not to exceed the current semester and the succeeding semester)
6. Suspension (12 months from the date of the offense)

ACTION LEVEL 1 – CONFERENCE

CONFERENCE- Staff members may conduct a conference among any combination of the following: Teacher, Student, Counselor, Administrator, School Resource Officer, and/or Parent, Department of Human Services and/or Police, where applicable.

ACTION LEVEL 2 – INTERVENTIONS

Interventions in Level 2 may include but are not limited to the following options. The options listed below are not in order of use or priority.

1. **REFERRAL**- A written direction by staff member requiring a student conference with a counselor, administrator, counseling services or law enforcement.
2. **DETENTION**- Detaining a student for disciplinary reasons before school, during lunch or after school hours.
3. **SATURDAY SCHOOL**- A community service/campus beautification detention served on a Saturday as opposed to before or after school.
4. **IN SCHOOL PLACEMENT**- A temporary denial of a student's right to attend his/her usual schedule of classes. Located on campus during regular school hours
5. **CORPORAL PUNISHMENT**- Administering of paddling, consisting of 1-3 swats. Should be conducted in an administrator's office with a witness.
6. **PROBATION**- The denial of a student's participation in school activities and extra curricular events or the use of common areas or other parts of the school.

7. **DISCIPLINE CONTRACT**- Written statement, signed by all parties, specifying required steps and timelines necessary to improve a student's behavior, describing and identifying the support to be provided by school staff and parent/guardian
8. **PARENT SHADOWING**- For non-violent infractions, a parent/guardian may shadow a student in the classroom for one day or for a specified period of time. Parent shadowing may be done in lieu of in-house placement with administrator's approval.
9. **CHANGE OF PLACEMENT**-Placement can be changed by administration to virtual school, by arrangement, or alternative education/blended learning or Solution Center.
10. **SHORT TERM ALTERNATIVE PLACEMENT (STAP)** is a temporary educational setting for students facing behavioral, emotional, or academic challenges. It provides a structured and supportive environment with PBIS interventions, helping students progress and return to their regular school setting.

ACTION LEVEL 3 – SUSPENSION 1-5 SCHOOL DAYS

SUSPENSION 1-5 DAYS- The denial by the school administration of a student's right to attend school and school-sponsored activities for 1-5 days.

ACTION LEVEL 4 – SUSPENSION 6-10 SCHOOL DAYS

SUSPENSION 6-10 DAYS- The denial by the school administration of a student's right to attend school and school-sponsored activities for 6-10 days.

ACTION LEVEL 5 – LONG-TERM SUSPENSION

SUSPENSION- The denial by the school administration of a student's right to attend school and school-sponsored activities for a period not less than 11 school days, but not to exceed the current semester and the succeeding semester.

ACTION LEVEL 6 – ONE-YEAR SUSPENSION

SUSPENSION- The denial by the school administration of a student's right to attend school and school-sponsored activities for a period of 12 months from the date of the offense which can only be amended by the Superintendent or the Board of Education.

SUSPENSION- The denial by the school administration of a student's right to attend school and school-sponsored activities for a period of 12 months from the date of the offense which can only be amended by the Superintendent or the Board of Education.

BEHAVIOR WHICH CONSTITUTES MINIMAL ACTION LEVEL 1 & 2 CONFERENCE AND/OR INTERVENTIONS

*Some behaviors and Discipline Action Levels are addressed in a section specifically for that behavior. When this is the case, the specific section takes precedence over the general behaviors listed below.

*Attempt will be made to notify a parent.

Behavior	Definition	Action Levels Min-Max Level
<u>Bus Misconduct</u>	Failure to comply with rules of bus safety or disturbing others.	1 to 3
<u>Disrespect</u>	Responding in a rude and/or impertinent manner toward school personnel.	1 to 4
<u>Disruptive Behavior</u>	Behaving in a manner that disrupts or interferes with educational activities.	1 to 4
<u>Failure to Identify</u>	Refusal to stop, provide name and/or other information when asked to do so by a staff member.	1 to 4
<u>Forgery/Plagiarism</u>	Falsification of documents.	1 to 2
<u>Gambling</u>	Playing or betting on a game of skill or chance for money or anything of value.	1 to 3
<u>Health/Grooming Issues</u>	Unacceptable hygiene that distracts from the educational environment.	1 to 2
<u>Inappropriate Dress</u>	Dressing or grooming in a manner disrupts the teaching and learning of others. Violation of dress code.	1 to 2
<u>Inappropriate Personal Property</u>	Possession of personal property prohibited by school rules. Not limited to food, beverages, sexually explicit material, etc.	1 to 2
<u>Misuse of Computers</u>	Failure to adhere to Board Policy.	1 to 4
<u>Public Display of Affection</u>	Behaviors between couples and/or friends which are not appropriate for public places such as holding hands, kissing, hugging, groping, etc.	1 to 2
<u>Use of Profanity</u>	Writing, saying, or making gestures that convey an offensive or obscene message.	1 to 4
Behavior	Definition	Action Levels Min-Max Levels
<u>Bullying/Cyber Bullying</u>	Intentional, repeated hurtful acts, words or other behavior, such as name calling, threatening and/or shunning, committed by one or more students against another. May be physical, verbal, emotional or sexual. Physical bullying includes punches, poking, strangling, hair pulling, beating, biting. Verbal bullying includes hurtful name calling, teasing and gossiping.	2 to 5

	Emotional bullying includes rejection, terrorizing, extorting, defaming, isolating, ostracizing and peer pressure. Sexual bullying includes exhibitionism, sexual propositioning, physical sexual contact and assault.	
<u>Endangerment</u>	Failure to report knowledge of illegal or dangerous activities/ objects which could harm others.	2 to 5
<u>Fireworks – Possession or Use</u>	Using or possessing any explosive, amusement device, smoke bomb, lighter, etc.	2 to 4
<u>Gang Symbols</u>	Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified or associated with gangs.	2 to 3
<u>Leaving assigned area without permission</u>	Leaving the classroom or assigned area without obtaining prior approval of the teacher and/or administration.	2 to 3
<u>Leaving Campus Without Permission</u>	Leaving campus without prior consent and proper check out from the principal's office.	2 to 4
<u>Possession of Stolen Property/Theft</u>	Taking/having in one's possession property obtained without permission of the owner.	2 to 5
<u>Provoking and/or Instigating Behavior</u>	Encouraging or urging other students to violate school rules.	2 to 4
<u>Reckless Vehicle Use</u>	Using any vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or disruption.	2 to 5
<u>Refusal to Work or Follow Directions</u>	Failing to comply with proper and authorized direction or instruction of a staff member.	2 to 4
<u>Tardiness</u>	Failure to be in the place of instruction at the assigned time without a valid excuse.	2 to 3
<u>Tobacco</u>	Possession/use of tobacco or tobacco products.	2 to 4
<u>Vape</u>	Possession/use of vape or vaping products.	2 to 6
<u>Truancy</u>	Failure to report to school or class without prior permission, knowledge, or excuse by the school or parent/guardian.	2 to 5
<u>Vandalism or Destruction of Property</u>	Intentional or willful destruction/defacement of property includes vandalism or graffiti and damage/alteration to computers or computer systems/programs/records.	2 to 5
<u>Written or Verbal Threat</u>	Any willful or unlawful offer to do corporal hurt to another student using force or violence.	2 to 5
<u>Lying/ False Accusations</u>	Lying to a staff member or making false accusations that could harm other students or staff.	2 to 6
<u>Extortion</u>	Obtaining property from and without consent is induced by a wrongful use of force or fear.	2 to 5

<u>Inappropriate Words and Actions</u>	Abusive language, profanity, and behavior such as obscene, vulgar, profane, lewd acts or inappropriate sexual behavior beyond PDA, language and gestures.	2 to 5
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BEHAVIOR WHICH CONSTITUTES MINIMAL ACTION LEVEL 3 SUSPENSION 1-5 DAYS

*PARENTS NOTIFIED

Behavior	Definition	Action Level Min-Max Levels
<u>Excessive Referrals</u>	Three or more discipline referrals during nine-week time span (not per semester)	3 to 5
<u>Possession/ownership and Use of Prohibited Substances or Materials</u>	Possessing, using, or having under one's control and substances, materials, or related paraphernalia which are dangerous to health or safety, or which disrupt the educational process not limited to low-point beer, look-a-likes, etc.	3 to 5
<u>Refusal to serve Intervention Options</u>	Refusal to serve level 2 discipline options.	3 to 5
<u>Harassment/Cyber Harassment</u>	Pestering, bullying, intimidating, or threatening another student, even in jest, on school property or school sponsored events. Includes, but is not limited to name calling, slurs or other oral, written, graphic, or physical conduct of a harassing nature as well as unwelcome verbal or physical conduct of a sexual nature.	3 to 5
<u>Abusive Language, Profanity or Behavior Toward School Personnel</u>	Abusive or demeaning language or behavior directed toward any school personnel.	3 to 5
<u>Hazing/Initiation</u>	Activities that endanger an individual's mental or physical health, which are required for initiation/entrance into any group	3 to 5

BEHAVIOR WHICH CONSTITUTES MINIMAL ACTION LEVEL 4 MAXIMUM LEVEL 5 SUSPENSION 6-10 DAYS/LONG-TERM SUSPENSION

*PARENTS NOTIFIED – POLICE MAY BE CALLED

Behavior	Definition	Action Level Min-Max Levels
<u>Arson</u>	Intentionally starting a fire or combustion on school property.	4 to 5
<u>Bomb/Explosive Threats or False Alarms</u>	Reporting to school, police, or fire officials, by any means, information known to be false concerning the presence of a bomb, explosive, fire, setting off fire alarm or extinguisher, or false calls to 911.	4 to 5

<u>Burglary</u>	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to students and the public.	4 to 5
<u>Gang Behavior</u>	Disruption and/or intimidation including gesturing of any signs, use of language, or confrontations identified or associated with gangs which could lead to violence	4 to 5
<u>Off-Campus Conduct (Bullying, Gang Threats)</u>	Any situation where the student's continued attendance would have an adverse impact on order, discipline, or the educational process, and could pose a threat of violence or disruption.	4 to 5
<u>Riotous Behavior</u>	Any use of force of violence, or threat to use force or violence if accompanied by immediate power of execution, by persons acting together and without authority of law.	4 to 5
<u>Robbery</u>	Wrongful taking of personal property, and against someone's will, accomplished by a means of force or aggression.	4 to 5
<u>Weapon Possession other than a firearm (including look-a-likes)</u>	Possessing a dangerous weapon on their way to/from school or on school property. A weapon other than a firearm is defined as a air gun or spring gun, BB gun, stun gun, sling-shot, mace or pepper spray, icepick, hand grenade, bow, arrows, knife, razor, karate stick, metal knuckle, live ammo, or any other dangerous objects on no reasonable use to the pupil at school.	Minimum 45 School Day Suspension to a long-term suspension not exceeding the current semester and the succeeding semester.
<u>Threat With a Dangerous Weapon</u>	Using a sharp or dangerous weapon to threaten another person with bodily injury.	Minimum 45 School Day Suspension to a long-term suspension not exceeding the current semester and the succeeding semester.
<u>Battery or attempted Battery against School Personnel</u>	Any attempt or use of force or violence upon a staff member regardless of whether the staff member was the intended victim.	Minimum 45 School Day Suspension to a long-term suspension not exceeding the current semester and the succeeding semester.
<u>Threat with Intent to Kill</u>	Any willful or unlawful offer with force or violence to kill another	Minimum 45 School Day Suspension to a long-term suspension not exceeding the current semester and the succeeding semester.
<u>Verbal or Written threat Against School Personnel</u>	Threatening to harm a staff member.	Minimum 45 School Day Suspension to a long-term suspension not exceeding the current semester and the succeeding semester.
<u>Possession/Ownership or use of Illegal Drugs or alcohol or unauthorized Prescriptions or Possession of Drug Related Paraphernalia</u>	Possessing, using or under the influence of any controlled substances, unauthorized prescriptions, drug related paraphernalia, or alcoholic beverages	Minimum 45 School Day Suspension to a long-term suspension not exceeding the current semester and the succeeding semester.
<u>Possession and/or Possession with Intent to Distribute Illegal Drugs/Alcohol</u>	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol; includes any transfer or a prescription drug or any substance alleged to be a drug regardless of its actual content.	Minimum 45 School Day Suspension to a long-term suspension not exceeding the current semester and the succeeding semester.

BEHAVIOR WHICH CONSTITUTES MINIMAL ACTION LEVEL 6
ONE-YEAR SUSPENSION

*PARENTS NOTIFIED – POLICE MUST BE CALLED

Behavior	Definition	Action Level Min-Max Levels
<u>Possession of a Firearm</u>	Possession or use of firearm	6 to 6

FIGHTING & BATTERY (ASSAULT)

Fighting or involvement in other violent acts such as battery during the school day on school grounds or school activities will result in disciplinary action. Legal authorities/law enforcement will be involved. The School will sign a criminal complaint for disturbing the peace on the student/students involved. Parents will be contacted and will pick up student/students from the Stilwell police department.

- Fighting involves the exchange of mutual, physical contact, including but not limited to hitting, with or without injury. Students have the right to protect or defend themselves until they become the aggressor. If it is determined the student did not fight back or verbally provoke the fight, that student will not have any disciplinary action taken.
 1. **First Offense** - student/students will be taken by legal authorities/Law enforcement to the Stilwell Police Department and the school will sign a criminal complaint for disturbing the peace. Parents will pick their student/students up from the Stilwell Police Department. Student/Students will stay home for the remainder of the School day.
 - a. Student/Students will have ISD (In School Detention) 10 days in Solution Center.
 2. **Second Offense** – Student/Students will be taken by Legal authorities/Law enforcement to the Stilwell Police Department and the School will sign a criminal complaint for disturbing the peace. Parents will be contacted and can pick their student/students up from the Stilwell Police Department. Student/Students will stay home for the remainder of the School day.
 - a. Student/Students will be disciplined at a Level 5
 - b.
 3. **Third Offense** – Student/Students will participate in STAP or have a change of placement.

BOARD POLICIES REGARDING STUDENT MISBEHAVIOR
(STILWELL BOARD OF EDUCATION POLICIES ARE BASED ON STATE AND FEDERAL
LAW)

PUBLIC DISPLAY OF AFFECTION

The school campus is not considered a place for public display of affection (e.g., holding hands, kissing, etc.). Students shall avoid embarrassment to themselves and others by avoiding displays of public affection during the school day and at school events.

Students in violation of the PDA rule will receive a warning. The second time the students are found to be in violation, they will be referred to the assistant principal who will take disciplinary action such as assignment to in-house placement for one-day.

DISRUPTION OF THE EDUCATIONAL PROCESS

Stilwell High School will not tolerate any student behavior that interferes with the educational process. Disruptive behavior will be defined as, but not limited to, attempting to generate, incite, encourage, or prompt a disturbance that interferes with or disrupts the normal educational process. This policy will be in effect on campus, during school hours, or at school-sponsored events.

The following is not intended to be a comprehensive list of offenses that may constitute an infraction of this policy but should be used to help define disruptive or interfering behaviors:

- 1) Using obscene, lewd, or profane language (visual and/or auditory)
- 2) Failure to comply with the directives of an administrator, teacher, or other staff member
- 3) Disrespect toward an administrator, teacher, or other staff member
- 4) Student demonstrations or walk-outs
- 5) Throwing projectiles (e.g., rocks, snowballs) to harm an individual or school property
- 6) Gambling
- 7) Organizing or participating in skip days for any class, club, or organization (e.g., senior skip day)
- 8) Fighting or instigating a fight
- 9) Producing and/or distributing disruptive publications including “underground” school newspapers)
- 10) Theft, destruction, or inappropriate use of personal or school property
- 11) Use of skateboards, roller skates, rollerblades, or shoes with imbedded roller skates

A student who participates in these behaviors will receive disciplinary action. The assistant principal will determine the method of discipline based on the student’s past disciplinary record and the severity of the behavior.

NOISE-PRODUCING DEVICES

Students should not bring radios, CD/Tape players, electronic games, or other noise-producing devices to school. Such devices can disrupt the learning climate. If such devices are brought to school and are in use, they will be confiscated and turned into the assistant principal’s office and the student may face disciplinary action. High school administrators have the right to grant permission

for students to bring such items for special events, classroom assignments, etc. Coaches, club sponsors, and other faculty have the right to grant students permission to bring noise-producing or electronic devices on school-sponsored trips.

GANG INVOLVEMENT

Stilwell High School shall be a safe, secure learning environment that fosters an attitude of respect for the rights of others. The school administration and faculty recognize that the presence of gangs and/or gang activity is disruptive and leads to violence. Therefore, gang membership and involvement in gang-related activities on the campus of Stilwell High School or any other Stilwell School District property during or after school hours is strictly prohibited. The high school administrators will not tolerate this behavior and any student found to be in violation be disciplined accordingly.

Stilwell High School identifies gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang.
2. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang.
3. Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
 - Soliciting and/or initiating others for membership to any gang.
 - Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - Committing any illegal act or violation of school district policies.
 - Inciting other students to act with physical violence upon any other person. ▪Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

Stilwell Board of Education policy prohibits memberships in secret fraternities or sororities, clubs, or gangs not sponsored by established agencies or organizations. Such membership is considered a violation of school policy and will result in disciplinary action.

PROFANE LANGUAGE, GESTURES, AND/OR POSSESSION OF PORNOGRAPHIC MATERIAL

Students are expected to present themselves in a way that will create a positive impression as to their character. Any use of profane language, gestures, and/or possession of pornographic materials will result in a referral to the assistant principal's office for disciplinary intervention action minimum level 1/maximum level 4.

TOBACCO/TOBACCO PRODUCTS USE POLICY

The Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco on the individual. Further, the Board is aware of Oklahoma law that prohibits the possession of tobacco by minors. Therefore, the Stilwell Board of Education establishes the following policy:

In accordance with Oklahoma law and the wishes of parents, educators, and students, tobacco may not be used in any form or possessed by students or patrons while on school premises, at school-related events, or while in transit in school-authorized vehicles.

Students are not permitted to possess or use any form of tobacco or tobacco products or tobacco paraphernalia on school property, including school buses, parking lots, and at school-sponsored functions. Electronic Cigarettes or Vaping Devices are not permitted and will be treated like traditional tobacco products. This policy is in effect 24 hours a day, seven (7) days a week. Infractions of this policy will result in the following disciplinary procedures:

1. Surrender of the tobacco products without provision of return
2. Notification of the student's parent/guardian
3. Disciplinary intervention action level 2 to 4. More severe disciplinary action may result if the student continues to violate the policy.

VANDALISM AND PROPERTY DAMAGE

All Stilwell Public School property belongs to the patrons of the Stilwell School District and is intended for the use and benefit of students; therefore, when a student intentionally destroys, damages, or vandalizes school property, he/she is personally financially liable and subject to the following disciplinary procedures according to the severity of the violation:

- Discipline Intervention Action minimum level 2/maximum level 6 or referral to Stilwell Alternative Academy, as deemed appropriate by the high school administration
- Parent/Student conferences and counseling
- Full financial restitution for damages
- Police involvement and prosecution if appropriate

COURT RETURNED STUDENTS

Students returning to school after prosecution, whether under the truancy law or by court order, shall have all prior absences reviewed by the assistant principal and all court-related absences excused. Students will be monitored carefully to ensure that they attend school on a regular basis and complete all assignments by the due date set forth by the teachers. The student will also be required to take the semester examination at the end of the courses taken.

POSSESSION OF DANGEROUS WEAPONS IN SCHOOLS In order to provide a safe environment for the students and faculty of the Stilwell Public School District, the Board adopts a policy prohibiting the possession of dangerous weapons, replicas or facsimiles of dangerous weapons, and items or instrumentalities that are used to threaten or harm any person. This rule does not apply to normal school supplies like pencils or compasses, but does apply to firearms, explosives including fireworks, ammunition, or any other dangerous objects of no reasonable use to the pupil at school.

Dangerous weapons, including, but not limited to, firearms are a threat to the safety of the students and staff of the Stilwell School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school.

A dangerous weapon includes, but is not limited to the following:

- A pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, or stun gun
- A hand grenade, fireworks, or smoke bombs
- A slingshot, brass knuckles or artificial knuckles of any kind, or nun-chucks
- A dagger, knife, or pocket knife regardless of the length or sharpness of the blade
- A razor, dart, or ice pick, bow and/or arrows
- Mace or pepper spray
- Chemical agents intended to cause an irritation to human tissue

“Possession of a dangerous weapon” includes, but is not limited to, any person having a dangerous weapon:

1. On his/her person
2. In his/her locker, desk, file drawer, briefcase, purse, luggage, backpack, bag, or other container owned by or used by the individual
3. In his/her vehicle
4. Held by another person for his/her benefit
5. At any place on district property, a school bus or vehicle, or at a district-sponsored activity with such person’s knowledge of the weapon’s location

According to Oklahoma law—

- 1) It shall be unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body of any public or private school, to have in his possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Section 1272 of this title.
- 2) “School property” means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than education.
- 3) Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 921, as any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projection action or any explosive.

- 4) Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. Any person violating the provisions of this section shall upon conviction, be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000.00), and imprisonment for not more than one (1) year.**

BULLYING, HAZING, OR HARASSMENT

The Stilwell Board of Education considers the safety and security of its students and employees to be a priority. Therefore, it is the policy of Stilwell Public Schools that no student or employee will be subject to bullying, hazing, or harassment by other students or employees.

- Bullying occurs when someone uses his/her posture unfairly and repeatedly to hurt another person. It can be physical, verbal, written, emotional or sexual in nature and is isolated or carried out repeatedly over time. This policy also includes bullying by electronic communication, whether or not the communication originated at school. Cyber bullying is a serious offense and will be dealt with on the same level as all other harassment.
- Hazing is the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.
- Harassment is intimidation by repeated threats, threatening behavior, acts of violence, and any related conduct including, but not limited to, physical violence, verbal or written threats or intimidation, intimidating gestures or actions, repeated remarks of a demeaning nature, demeaning jokes, stories or activities directed at the student, unwelcome physical contact, and violence against property. This policy also includes electronic communication whether or not the communication originated at school. Cyber harassment is a serious offense and will be dealt with on the same level as all other harassment.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on district property may be removed from the premises pending the outcome of an investigation. Threats, threatening behaviors, or other acts of violence executed off district property but directed at students, employees, or other persons on district property or during district-sponsored activities are also violations of this policy. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

1. Students, parents and faculty should report such acts to the assistant principal so that a proper investigation may be conducted. School officials will strive to maintain confidentiality of reports, those making the reports and those accused of such.
2. Acts of violence while at school or school activities are unacceptable and will be dealt with by the school administration. Discipline intervention actions will range from minimum level 3/maximum level 6.
3. Stilwell Schools reserves the right to contact the Stilwell Police Department when any act of violence is directed toward Stilwell High School students and its employees.

STUDENT SEARCH

Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property to insure the safety of the students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Vehicles which are parked on school grounds are also subject to search by administration and/or law enforcement. Authority is given to school administrators to conduct a search of any pupil or property in the possession of a pupil on any school premises, or while in transit under the authority of the school, or while attending any function sponsored by the school, when reasonable suspicion exists. Personal search of a student shall be conducted by an administrator or designee and shall be witnessed by at least one other school employee. One of these should be the same sex as the person being searched. The administration or designated employee has the authority to detain a student to be searched and preserve any improper items that might be in the student's possession. The personal search of a student shall be conducted with caution and respect toward the individual being searched. Strip searches are prohibited.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates the law. The Board believes that each student and employee should be able to attend school and work in an environment that provides for fair and equitable treatment and is free of discriminatory intimidation based on sex and unwelcome sexual advances.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or verbal, physical, or other sexually offensive conduct made by anyone on school property or during any school-sponsored event.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic/co-curricular decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic/co-curricular performance or creating an intimidating, hostile, or offensive working/academic environment

It is a violation for anyone to seek, gain, advancement, improved academic standing or consideration in return for sexual favors. It is also a violation to make an allegation of sexual harassment without good cause.

Students and parents who have a complaint alleging sexual harassment involving another student should report their complaint to the assistant principal or a counselor. If the allegation is against an employee, the report should be submitted to the building principal or superintendent. The administration will initiate an investigation of the complaint and follow proper discipline intervention actions.

Sexual harassment will not be permitted or tolerated. This policy is applicable to all students, employees, non-employees, and volunteers on district property or serving as trip sponsors.

**Possession and/or use of Drugs, Drug Paraphernalia, Low-Point Beer,
Alcohol and other Illegal Controlled Substances**

- A. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess, or being in the chain of sale or distribution of alcoholic beverages, low-point beer, illegal or illicit drugs, drug paraphernalia, or other mood altering substances while at school, on school vehicles, or at any school-sponsored event. Possession or use of a defensive type aerosol spray such as mace or pepper gas is prohibited.
 - B. Unlawful possession and use of illicit drugs and/or alcohol is wrong and harmful.
 - C. Illicit drugs include steroids, prescription medications, and over-the-counter medications being used for an abusive purpose (e.g., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student).
 - D. Drug paraphernalia includes but is not limited to any type of item for the use of injecting, ingesting or inhaling a prohibited substance into the body.
- Mood-altering substances include but are not limited to paint, glue, aerosol sprays, and similar substances.
- F. Violation of this rule will result in disciplinary measures that may include suspension for the remainder of the current semester and the following semester.
 - G. Student violation of this rule, which also constitutes illegal conduct, may be reported to law enforcement authorities.
 - H. Anyone who reasonably suspects that a student is under the influence of, or has in his/her possession, low-point beer, alcoholic beverages, or a controlled dangerous substance, should report such information to an administrator.

NECESSARY MEDICATIONS

- A. Students may not retain possession of, nor self-administer, any medication at school without the authorization of a school health official.
- B. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the counselor and provide parental authorization in compliance with Oklahoma law and district policy and procedures regarding administering medicine to students.
- C. Students in violation of this rule shall receive disciplinary action. The assistant principal shall request a conference with the parents/guardians of the student in violation of the rule.

CONTROLLED SUBSTANCES INCLUDE, BUT ARE NOT LIMITED TO

- A. Alcohol, illegal drugs, narcotics, hallucinogens, barbiturates, anabolic steroids (non prescription), designer drugs, unauthorized prescription medications/drugs, mood/behavior altering chemicals, substances, drugs; counterfeit/look-alike drugs, inhalants.
- B. Disciplinary action for abuse will include one or more of the following consequences--confiscation, parental notification, local police department notification, and immediate suspension involving disciplinary intervention action minimum level 6.

MANDATORY DRUG TESTING FOR INVOLVEMENT IN

EXTRACURRICULAR

STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES

The Stilwell Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Stilwell Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent:

It is the desire of the board of education, administration, and staff that every student in the Stilwell Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Stilwell Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Stilwell Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES

(Cont.) Definitions

1. **Student athlete** or **athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.

3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
4. **Random tests** are given weekly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
- A. Results in an equal probability that any student from a group of students are subject to the selection mechanism will be selected, and
 - B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** means any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

Procedures

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

STUDENT DRUG TESTING PROGRAM, EXTRACURRICULAR ACTIVITIES (Cont.)

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such an appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend counseling two times during the suspension period and one follow-up session. Counseling will consist of a session with the Stilwell Public Schools counselor and a session with a counseling service provided by the school. Follow-up sessions may be with one or both counselors.
2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity for the remainder of the semester.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity for 180 school days.
4. **Self-Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

CROSS-REFERENCE: Policy FM, Student Activities, Eligibility, Policy FNCF, Drug Free Schools

INCLEMENT WEATHER AND THE DISMISSAL OF SCHOOL

The decision of whether to dismiss school because of bad weather will be made by the superintendent upon the recommendation of the transportation director. The following television stations will be notified when school is not in session:

- Channel 2 -- Tulsa, OK
- Channel 5 -- Ft. Smith, AR
- Channel 6 -- Tulsa, OK
- Channel 8 -- Tulsa, OK

EMERGENCY DRILLS AND PROCEDURES

Emergency/disaster drills are conducted on a regular basis to assure that everyone is familiar with emergency procedures should a true emergency arise.

FOR THAT REASON:

- Directions and maps are posted in the classrooms and throughout the building.
- Students and staff should familiarize themselves with the procedures in each room in which they have classes.

Each student is expected to participate and cooperate during emergency procedures.

Additionally, Stilwell Public Schools has emergency procedure guidelines that are approved by the Board of Education and posted in each classroom. The Emergency Procedures Manual outlines school procedures to be followed during emergency situations.

TORNADO DRILL - 2 PER SCHOOL YEAR

SIGNAL.....ANNOUNCEMENT MADE BEFORE UNIQUE BELL TONE IS SOUNDED SO THAT STUDENTS AND FACULTY CAN FAMILIARIZE THEMSELVES WITH THE BELL **ALL CLEAR**
SIGNAL.....NOTIFICATION FROM ADMINISTRATION

FIRE DRILL – 4 PER SCHOOL YEAR

SIGNAL.....SAME AS TORNADO DRILL, WILL BE A DIFFERENT UNIQUE BELL TONE
ALL CLEAR SIGNAL.....NOTIFICATION FROM ADMINISTRATION

LOCKDOWN DRILL – 2 PER SCHOOL YEAR

SIGNAL.....ANNOUNCEMENT MADE STATING THERE IS A DRILL TO TAKE PLACE SO THAT STUDENTS AND FACULTY WILL NOT BE UNNECESSARILY ALARMED OF DANGER
ALL CLEAR SIGNAL.....NOTIFICATION FROM ADMINISTRATION

INTRUDER DRILL – 2 PER SCHOOL YEAR

SIGNAL.....ANNOUNCEMENT MADE STATING THERE IS A DRILL TO TAKE PLACE SO THAT STUDENTS AND FACULTY WILL NOT BE UNNECESSARILY ALARMED OF DANGER
ALL CLEAR SIGNAL.....NOTIFICATION FROM ADMINISTRATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to

be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

NOTIFICATION OF AHERA

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further, to develop a management plan that identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at each of the principal's offices and the superintendent's office of Stilwell Public Schools upon written request. A date for the review will be set upon receipt of the written request.

Notice/Handicapped Children

Stilwell School is searching for handicapped children, from birth – 21, who are in need of services. We are searching for children who may have the following handicapping conditions:

Physical Impairments
Hearing Impairment
Learning Disabilities
Speech Language Impairments
Visual Impairments
Intellectual Disabilities
Emotional Disturbance

If you can help, please contact

Sky Davidson
Stilwell Schools
10 South 6th. Street
Stilwell, Ok. 74960

918-696-6161

All information will be handed in a confidential manner



TITLE IX

Gender Discrimination and Harassment

Title IX of the Education Amendment and Stilwell School District Policy prohibits discrimination in services or benefits offered by the District based upon gender.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching
- Physical assault or coerced sexual activity
- Demands or subtle pressure for sexual favors
- Obscene phone calls, texts, emails, or gestures

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with Building Administrators or the Superintendent of Schools.

It is the policy of Stilwell School District to provide equal employment and educational opportunity on the basis of merit without discrimination because of age, race, ethnicity, color, sex, religion, sexual orientation, veterans' status, or disability.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING 7 EVALUATIONS

This notice is to inform parents of the child identification, location, Screening and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities.

Referral:

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools, local school district and the regional Education Service Centers Coordinate with the Sooner Start Early Intervention Program in referrals for early intervention services from birth through 2 years of age or for Special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening:

Screening activities may include vision, hearing and health. Other screening activities may include review of records and educational history; Interviews; observations and specially developed readiness or educational screening instruments. The regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1)Readiness Screening:

Personally identifiable information is collected on all kindergarten students participating in school wide screening to assess readiness prior to entry into first grade, results of the screening are made available to parents or legal guardians, teachers and school administrators. (No child shall be screened for readiness or evaluated without prior notice to the child's parent or legal guardian has filed a written objection with the local school district).

(2)Educational Screening

Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with disabilities Education Act (IDEA). Each school district in the state provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parents or legal guardian has filed a written objection with the local school district.

> Educational screening is implemented for all first grade students each school year. Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

>Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation:

Evaluation means procedures used in accordance with Federal Laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means a procedure used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade or class. Written consent of the parent or legal guardian for such evaluation for special education and related services purposes. Collection of Personally Identifiable Information collected by schools in the identification, locations, screening, and evaluation of children shall be maintained in accordance with Family Education Rights and Privacy ACT (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the student's education records:
- To request the amendment of education records to ensure that they are not inaccurate, misleading or in violation of the student's privacy or other rights:
- To consent to disclose education records, except where consent is not required authorize disclosure:
- To file complaints with the Family Policy and Regulations Office. United States Department of Education. Washington, D.C. 20202, concerning the alleged violations

Of the requirements of FERPA (34 CFR 99.1-99.67): and to obtain a copy of the FERPA policy and adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA. For Further information contact the following person at your school district:

Sky Davidson @ 918-696-6161
10 South 6th. Street, Stilwell, Oklahoma 74960

Notification of Rights for Elementary and Secondary School

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day Stilwell High 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 records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Stilwell High School to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Stilwell High School 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

Notification of Rights for Elementary and Secondary School cont.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
 - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

STATEMENT OF NON-DISCRIMINATION

Stilwell 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 persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Maleah Hicks

Superintendent

1801 West Locust

Stilwell OK, 74960

918-696-7001

Jonathan Booth

High School Principal

1801 West Locust

Stilwell, OK 74960

918-696-7276

For further information on notice of non-discrimination call

1-800-421-3481

Athletics

PREREQUISITE COMPLETION OF SPORT

High School athletics are very competitive in nature and are not intended as the introductory point for athletics. Students who wish to participate in one or more sports should enroll in athletics. Some sports may hold tryouts before actual enrollment. Coach and Athletic Director approval will be required.

This class is only open to student athletes who are enrolled in one or more sports during the school year. Freshmen are not eligible to enroll in this class unless they are planning on participating in a competitive sport. If a student enrolls in athletics the first semester and then does not complete a competitive sport throughout the school year, he/she will not be eligible to enroll in athletics the following semester.

Student athletes will stay with the sport they are competing in until the season is over, or released by the coach of that sport. If the Student Athlete's next sport does not start until the next semester they will stay with that sport unless prior approval is made with both coaches and the athletic director. Athletes whose sports are not in season will be strongly encouraged to participate in this rigorous off-season class which consists of weight-lifting, cardiovascular conditioning, flexibility, and sport specific agility and skill training.

2026-2027

Stilwell High School

Student Handbook Acknowledgement

My signature below indicates that I have read the handbook and will seek clarification on any items not completely understood. I also understand that all policies, procedures, and punishments cannot be covered in a document of this nature and that school administration may enforce or implement items not specifically listed in this document.

Grade: _____

Print Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

The Stilwell High School student handbook is a condensed version of the SPS school board policies and procedures and Oklahoma State Law. The handbook addresses the most common issues that specifically pertain to high school students. We reserve the right to take any appropriate action on events which may not directly appear within the guidelines of the handbook in order to offer a safe and secure environment for SHS. All efforts have been made in order to provide a comprehensive guide of our school rules and policies, but unforeseen circumstances will be dealt with in accordance with administrative interpretation.