

STUART PUBLIC SCHOOL HANDBOOK



2015-2016



HORNET PRIDE

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Student Parent Policy Guide

POLICY GUIDE STATEMENT

The Stuart Public School district Student/Parent Policy Guide has been published to inform students and parents about policies & procedures of the District. The Student/Parent Policy Guide is revised and published each summer. The policy guide is distributed to each student in the school district (or possibly one per family upon enrollment), at the beginning of the school year and is available on the district website at www.stuart.k12.ok.us. As state or federal statutes & regulations are changed, District policies/procedures will be changed to be in compliance. In addition, it is not possible for all policies & procedures to be included in this guide. All students are obligated to abide by all Stuart Public School District policies & regulations.

Parents, please make time to go over this handbook with your child or children. We depend upon the support of you, as parents, to help make your child's experience the most positive it can be. We are proud to serve our community and the patrons of our district. Please contact us at any time to discuss your child or children. I would like to thank each parent and student in advance for making Stuart Public School the best school possible and for helping to make education a team effort.

Sincerely,

Tracy Blasengame
Superintendent

Adam Newman
Principal

Chance Chapman
Asst. Principal

SCHOOL MISSION

"Inviting Thought, Motivating Minds, and Seeking Excellence".

GOALS FOR STUART SCHOOL STUDENTS

- Be able to function effectively as a member of a family or household.
- Be an effective communicator.
- Be an effective problem solver in all aspects of life as well as an effective decision maker to minimize those problems.
- Be a productive citizen within our society who can render responsible decisions in order to vote and be potential leaders of their community.
- Be able to function effectively as a team member in the work place.
- Seek lifelong learning opportunities outside the structured educational environment.
- Have high self-esteem as well as a positive approach to life itself.
- Respect the value of human life and the rights of others no matter what their race, sex, religion or choice of lifestyle.

PHILOSOPHY

The philosophy of Stuart Public Schools is based upon the following general rules:

- Stuart citizens have rights and responsibilities, so also do classroom citizens have rights and responsibilities.
- The student does not divest himself of his constitutional rights upon entering the school building.
- So long as a student does not disrupt the educational process, impose upon, endanger or deprive others of their rights, the student will enjoy his freedom of expression, orderly assembly, privacy of person and freedom from discrimination.
- Fair and reasonable procedures will be followed to assure the student's rights.
- The student, in turn, needs to recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.
- All persons connected with our school must demonstrate respect for the rights of the students, and students must accept their responsibility toward others and toward the school system.

- Rules of discipline are guidelines for behavior so that all may know what is expected of them in the school community.

PARENT/SCHOOL COMPACT

Stuart Public School is committed to the belief that all children can learn and acknowledge that all of us—teachers, administrators, and parents—working together can make a positive difference in students’ achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning. We encourage parents to join with the school to provide an optimum learning environment for their children by:

- Encouraging their child to complete homework in a timely manner.
- Joining with the school to enhance their child’s self-concept, emphasizing that “all children can learn”.
- Becoming a participant in the educational process for their child including:
- Attending parent/teacher conferences
- Providing regular, quiet, uninterrupted study time
- Discussing what their child has learned each day

2015-2016 FOCUS

STUART HORNET	
P.R.I.D.E.	
Present & Prepared	I will be in school on time, every day, ready to learn, because my education and my future depend on it.
Respect	I will behave in a way that honors others, my school, my community, and myself.
Integrity	I will choose to do the right thing and be reliable to others.
Determination	I will do my personal best every day no matter how difficult things may be.
Excellence	I will seek to be my personal best at all times because I am a Stuart Hornet.

Calendar
Stuart Public Schools
2015-2016

Aug	03-05	Professional Days
Aug	10	Classes Begin
Aug	18	Open House & FFA Ice Cream Social 6:30PM
Sept	04	Parent/Teacher Conferences 8am-3pm (No School)
Sept	07	No School...Labor Day
Oct.	09	End of 1 st Quarter
Oct.	15-16	Fall Break
Nov.	23-27	Thanksgiving Break
Dec.	18	End of 2 nd Quarter
Dec.	19-Jan. 03	Christmas Break
Jan.	04	Professional Day
Jan.	05	Classes Begin for 2 nd Semester
Feb.	01	Parent Teacher Conferences 8am-3pm (No School)
Feb.	15	Presidents Day, No School
Mar.	02	End of 3 rd Quarter
Mar.	03-04	Snow Days, No School
Mar.	14-18	Spring Break, No School
Mar.	25 & 28	Easter Break, No School
May	06	Snow Day, No School
May	13	Snow Day, No School
May	17	Graduation 7pm
May	20	Students Last Day
May	23	Prof Day, End of Semester

ATTENDANCE

ARRIVAL/DISMISSAL

Breakfast begins at 7:40; School begins at 8:00 A.M. and is dismissed at 3:00 P.M.

Teachers report for work at 7:30A.M. Students not riding the bus **ARE NOT to arrive at school before 7:40 A.M.** When students arrive at school they should go directly to the cafeteria even if not eating breakfast. It is to be understood by all parents that there is no supervision at the school before 7:40 A.M. or after 3:00 P.M. (with the exception of detention which begins at 7:30am, after school tutoring which ends at 3:45pm, and extra-curricular activities) and the district will not be held responsible for accidents that may occur.

Students in grades PK-8 not being transported by the school bus are dismissed after the buses leave. Parents must wait in line behind the buses and we will load your children into your vehicle after the buses leave. Please stay in a single file line and do not pass. Please refrain from picking up your children early and try to make appointments on days we are out of school.

ABSENCES & ATTENDANCE

Students who are absent more than 18 school days will be considered for retention.

Oklahoma law holds parents/guardians responsible for their child's attendance at school. If a child is absent without valid excuse four (4) or more days or parts of days within a four(4) week (28 day) period the parent is in violation of state law.

Also, in order to pass a class, a student must miss no more than nine (9) times in a semester. An attempt will be made to contact the parent/guardian when students are absent with our Schoolreach system. Upon the 10th absence, regardless of the grade the child has earned, they will fail the class.

In either situation, if a parent/guardian fails to immediately and satisfactorily respond regarding these absences a case will be open in accordance with the **Oklahoma Compulsory Education Act (O.S. Title 70 105.) In accordance with the law, a citation may be written and charges filed through the District Attorney's office (misdemeanor criminal charge, resulting in fine and court costs.)**

Any student suffering from a chronic/reoccurring or contagious condition that may require several absences from school shall provide the school with a written doctor's statement pertaining to the student's illness as it relates to school attendance. Students with Dr. /Dental appointments will be excused if students return to school after their appointment. Students should return to school with a note from the Dr. /Dentist that states the time of the appointment and the time the student leaves the office. It is understandable that some trips to the Dr. /Dentist may require extended time and this will be taken into consideration. Funerals of family and close personal friends will also be excused, with time missed considered on an individual basis. Subpoenas to appear in court will also be excused. Excused means students may make up work. These absences still count toward the total number of days a student is allowed to miss.

If a student is going to be absent, the parent must contact the school by 9:00 A.M. the day of the absence or the student will be considered truant and subjected to disciplinary action. Parents may call as early as 7:30 A.M. If parents know in advance that their child will be absent, they should feel free to call the school any time between 7:30 A.M. and 3:30 P.M. Notes will normally not be accepted, unless presented in person by parents/guardians or verified by phone. Classes begin at 8:04 A.M. and students should be on time for all classes. A student will be considered tardy if he/she is not in the classroom, seated in their designated seat, when the tardy bell begins to ring. There will be no excused or unexcused designation concerning tardiness. An accumulation of three tardies in a single class will be counted as an absence. Students tardy over 20 minutes will be both absent and tardy.

Five (5) hours of class work will make a day's attendance. In order for a student to not be counted absent, he/she may not:

- Arrive later than 9:00 A.M. OR
- Leave earlier than 1:30 P.M.

Any student who feels they have absences that could not be avoided and miss 10 or more days, may petition an Appeals committee, made up of 4 teachers, to be determined at the beginning of each school year. The decision of that committee will be final in determining whether the student receives credit for their courses.

DAILY SCHEDULE

All students, with the exception of those concurrently enrolled in college or with work permits must attend school for seven periods each day. The minimum will be six class periods of attendance. Special permission may be granted for less than six class periods in extreme medical cases, which must be accompanied by a doctor's orders. When students arrive at school they should go directly to the classroom, the cafeteria or other areas as designated by the principal or the principal's designees.

The first bell of the day will ring at 8:00 A.M. and classes begin at 8:04 A.M. Dismissal at the end of the day will be at 3:00 P.M. **Students will be allowed to leave the school grounds during the course of the school day only with the permission from the principal, who must have verbal permission from that student's parent or guardian.**

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- Leave earlier than 1:30 P.M.

Any student who feels they have absences that could not be avoided and miss 10 or more days, may petition an Appeals committee, made up of 4 teachers, to be determined at the beginning of each school year. The decision of that committee will be final in determining whether the student receives credit for their courses.

ATTENDANCE/DRIVERS LICENSE (High School)

HB 2692, effective July 1, 1996 requires a school district to notify the Department of Public Safety when a child under 18 withdraws from school through an enrollment status form, or accumulates 15 unexcused absences throughout the course of the school year, as defined by the state; unless the student is withdrawn due to circumstances beyond his control, a lawful excuse, transfer to another school or home schooled as confirmed in writing from the parent or guardian. The Department of Public Safety, upon notification will deny a driver's license

to any person under 18 who is not attending school or revoke an existing license except for the aforementioned reasons.

TARDY TO SCHOOL

Three (3) unexcused tardies to school may result in an absence. Students are to come directly to the office to report in of tardy to school.

TARDY TO CLASS

Upon receiving the third tardy to class within a nine week period, a student will be given a prescribed writing assignment. Failure to complete this assignment will result in three (3) days in The Zone. The writing assignment must be finished in that time or additional punishment will ensue.

TRUANCY

Parents shall contact the school by 9:00AM if a student is not going to be at school or the student will be truant. If it is determined that the student is truant, they will serve time in detention equal to the number of class periods missed. Students will not be able to make up work when found to be truant. In severe cases, the District Attorney's office and DHS will be contacted. Students who miss more than 10 days will not receive a passing grade or credit for the classes they miss.

NO SCHOOL DUE TO ADVERSE WEATHER

Announcements of school dismissal due to adverse weather will be broadcast on all local McAlester radio stations K101 & 105.1, and Tulsa and Oklahoma City Television Stations. Dismissal announcements will be called in to the radio and TV stations by 6:30 A.M. Also, Schoolreach messaging system may be used to aid in the dispersal of information.

ACADEMICS

ASSIGNMENTS

Homework assignments are due on the date designated by the teacher making the assignment. If the student does not have the assignment completed at the time the teacher has set for the work to be completed, a zero will be recorded for that assignment. Assignments that are messy and difficult to read will be considered in the same category as assignments not completed.

MAKE-UP WORK

Make-up assignments will be given on a day for day basis. For example, if a student is absent on Tuesday, work will be given on Wednesday and it is due on Thursday. If students miss more than one day, for example Monday and Tuesday, work will be assigned for both days on Wednesday, with Monday's work due Thursday and Tuesday's work due Friday, along with their normal work for Thursday and Friday. The assignments may be turned in earlier but WILL NOT be accepted later than the due date.

It is the responsibility of the student to pick up any work missed. Assignments not completed and turned in will be counted as zeros. Teachers will not approach the student requesting the assignment. The student will be responsible to turn in the assignment when due.

- **TEACHER'S RESPONSIBILITIES:**
Supply the make-up work with an explanation of the subject matter covered.
- **STUDENT'S RESPONSIBILITIES:**
Complete the make-up work and turn it in on the assigned day.

Students who miss on days that projects are due or on test days will make up those assignments upon their first day back to school. Students who are truant or skipping school will not be able to make up missed assignments. It is also the responsibility of the student to make sure that all homework is done neatly and as accurately as possible. Teachers shall have authority to request a student to resubmit a homework assignment if it is considered of poor quality or deemed unreadable.

ASSIGNMENT BOARD

Every classroom will have an area on the chalk/marker board where daily assignments are written for students to refer to if needed. Parents are welcome to come by and check the assignment boards as needed.

ACADEMIC BEHAVIOR

Assignments must be turned in on time. Assignments which are not complete will be considered in the same category as the assignments which have not been turned in at all. ***Cheating will not be tolerated from any student at any time for any reason.*** Students should have supplies (books, pencils, paper, etc.) on their desks ready to begin class work when the tardy bell rings.

PROGRESS REPORTS/REPORT CARDS & GRADING SCALE

Progress Reports are sent home every three (3) weeks.

Report Cards are sent home at the end of each nine weeks.

The grading scale for Stuart Schools is as follows:

A----	90-100
B----	80-89
C----	70-79
D----	60-69
F----	Below 59
Incomplete=I	(High School)

Grades 6-8 teachers may use a weighted test/homework scale

- Tests are counted as 2/3 of the student's grade.
- Homework is counted as 1/3 of the student's grade.
- All subjects will stress SPELLING, VOCABULARY, and WRITING skills.

High School

- Grades appearing on report cards and on permanent records for grades 9-12 will be as following: Students who have not completed the required course work at the time report cards are issued will receive an "I".

When the student completes the missing course work within the prescribed amount of time set by the teacher, that student will be graded.

Regular attendance shall also be considered as part of the required course work. Students who exceed the allowed number of absences will have their grade affected. (See attendance).

INELIGIBILITY

Students in grades 3-12 must maintain a "D" average in order to be eligible to participate in school sponsored extracurricular activities. Notices begin being mailed home the first Friday in September and continue through the last Friday in April.

One week probation is allowed for students to bring their grades back to eligible status. If grades are not raised to a "D" average during probation week, the student will then not be allowed to participate in any extra-curricular activities taking place during the following week, Monday through Sunday. A student's behavior is also a factor weighted in the eligibility status.

PROFICIENCY BASED EDUCATION

Stuart Public Schools will offer proficiency tests during the first week of August and the second week of April. School officials must be notified in writing of which tests a student intends to take at least two weeks in advance. Must Pass with 90% or above.

PROMOTION/RETENTION

Attendance and satisfactory completion of work required, along with meeting the mandates for the State department of Education will be used as factors in retention. Satisfactory work in at least 70% of the academic

subjects is required in order to be promoted. Individual capacities will determine satisfactory work. *Students who miss more than 18 days (more than 9 days per semester) will be considered for retention.*

As State mandated Test Scores, DIBELS progression, and CCC also give levels of student achievement, they will also be used to determine Promotion/Retention. **School officials have the final say in retention.**

WORK/STUDY PROGRAM (Grades 11-12)

The following criteria will be used to determine which students may serve as office helpers.

1. Must be a junior or senior on schedule for graduation.
2. Must have a good attendance record for previous year.
3. Must maintain at least a 3.00 GPA
4. Must be of good character
5. Students who qualify will be assigned only one class period as an office helper. Students who leave last period on work release or attend Vo-Tech, may not be enrolled in work-study.

HONOR ROLL

Students shall be selected for the Superintendent's Honor Roll for each grading period in which they achieve a 4.00 grade point average with no letter grade lower than an A (B if College class). Students who achieve at least a 3.00 grade point average and who have received no letter grades of "C", "D" or "F" shall be named to the Principal's. At the end of each semester, grade points will be averaged for the most recent nine weeks and the completed semester.

VALEDICTORIAN/SALUTATORIAN AND HONOR STUDENTS:

It is the policy of the Stuart School Board of Education, that the student(s) with the highest cumulative GPA based on the seven semesters of the 9th, 10th, 11th, and first semester of the 12th grade will be the Valedictorian and the student(s) with the 2nd highest GPA, based on the same seven semesters, will be the Salutatorian.

There may be more than one Valedictorian and Salutatorian if there is a tie in cumulative GPA.

Beginning with the 2001-2002 school year, in order to be considered for Valedictorian or Salutatorian, students must attend Stuart Public Schools for both semesters of their Junior year (11th Grade) and the first semester of their Senior year (12th Grade) and be regularly enrolled on a continuous basis. Grades accepted for transfer/new students must be from an accredited institution. All other students who have a cumulative GPA of 3.5 or above, for the same seven semesters, will be considered honor students.

ACADEMIC RESPONSIBILITY

All citizens of the United States have the right to receive a free and appropriate education and the majority of students in public schools are in school to take advantage of that right. Stuart Public Schools supports the rights of these students, while also supporting the idea that no person has the right to interfere with the educational process. Students who are repeatedly disruptive will not be tolerated. (See Discipline Policy). Students who continually show a lack of interest in the educational process by (a) refusing to participate in class activities, (b) not submitting homework assignments regularly, (c) not doing seat work with due diligence, or (d) exhibits a poor attitude toward school in general; will also be disciplined after normal teacher motivational techniques have failed.

Beginning with the fourth week of each semester, when regular eligibility is checked, any student who is failing two or more classes due to any of the aforementioned reasons may be assigned to the Lunchtime Learning Program for all of the following week and is considered to be on academic probation. Those students may be required to meet in the History Room at noon each day they are ineligible for a tutoring session with the Principal and/or other appointed tutors until they are passing. Grades will be checked weekly and if the student is able to correct his situation by having a passing grade in all classes or by showing a markedly improved attitude toward their schoolwork responsibilities, that student will be released from the Lunchtime Learning Program. Students who fall behind grade level will be referred to Alternative Education.

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM (OHLAP)

To enroll in the OHLAP program, you must be:

1. An Oklahoma resident;

2. Enrolled in the eighth, ninth or 10th grade in an Oklahoma high school; and
3. The child of parents, custodians or legal guardians who earn less than \$50,000 per year.

Applications must be:

1. Completed during the school year in the student's 8th -, 9th - or 10th grade year and
2. Witnessed by the student's parent(s), custodian(s) or legal guardian(s) who also agree to help the student comply with OHLAP requirements.
3. Students MUST take the high school coursework on the following page to meet OHLAP program requirements.

The OHLAP Curriculum Checklist found at www.okhighered.org can help students record their grades and make sure they have taken the right courses.

OHLAP REQUIRED COURSEWORK

- 4 English- (grammar, composition, literature; courses should include an integrated writing component)
 - 3 Lab science - (Biology, chemistry, physics or any lab science certified by the school district; General science with or without a lab may not be used to meet this requirement.)
 - 3 Mathematics (from Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus, Advanced Placement [AP] statistics)
 - 3 History and Citizenship Skills (including 1 unit of American history and 2 additional units from the subjects of history, economics, geography, government, non-Western culture)
 - 2 Foreign or non-English language (two years of the same language)
- OR**
- Computer technology (Two units in programming, hardware and business computer applications such as word processing, databases, spreadsheets and graphics will qualify. Keyboarding or typing classes do NOT qualify.)
- 1 Foreign language and 1 computer course will NOT meet this requirement.)
 - 1 Additional course (of any of the subjects listed above)
 - 1 Fine arts (music, art, drama) or Speech.

17 Total Units

*Home-school students or students graduating from a high school not accredited by the Oklahoma State Board of Education or a recognized accrediting agency must also achieve a composite ACT score of 22 or higher. All students enrolling in Stuart High School, in grades 9 and 10 will be given information regarding OHLAP. The information given at enrollment will state eligibility requirements as well as instructions on how to fill out the forms. These forms must be completed and returned as soon as possible in order to get those students who qualify enrolled with the state regents. Also included in the OHLAP enrollment packet, will be the curriculum and the GPA that must be maintained in order to obtain the scholarship should the student qualify. Students who qualify for OHLAP and successfully complete the requirements will, upon continued State Funding, receive a scholarship that will pay all or part of the student's tuition at non private colleges or universities in Oklahoma, depending on whether the college or university is a community or junior college, a 4 year regional university, or one of our two State Universities (OU or OSU). OHLAP will not be accepted at private or Christian Colleges or Universities. For more information, call the Oklahoma State Regents for Higher Education's student information hotline at 800.858.1840, e-mail ohlapinfo@osrhe.edu or write OHLAP, Oklahoma State Regents for Higher Education, PO Box 108850, Oklahoma City, OK 73101-8850.

ADDITIONAL HIGH SCHOOL STANDARDS

ALTERNATIVE EDUCATION

At this time students who meet the needs for Alternative Education, will be served through a cooperative agreement with McAlester Public Schools. Students would be required to attend classes at McAlester High School at 1 Buffalo Drive, McAlester, OK 74501. These may possibly be afternoon/evening classes, or regular (8am-3pm) classes as determined by the Alternative Education Committee.

PROFICIENCY BASED PROMOTION

According to School Policy, beginning with the 1997-1998 school year, students, upon their own request or by that of their parent/guardian, will be given the opportunity to demonstrate proficiency in the PASS skills by taking a Criterion Referenced Test. Competency must be demonstrated at the 90% level to be advanced to the next level of study in the appropriate curriculum area(s). Elementary, Middle School, or High School students may attempt to demonstrate proficiency in the PASS skills for 9th -12th grade curriculum areas. Appropriate notation will be made on the high school transcript for those students proficient at or above the 90% level. These units shall count toward those needed for high school graduation.

Since the 1998-1999 school year, two test periods are offered. The first is during the first week of August, the second is on the second Monday in April of each school year. School officials must be notified of intent to test at least two weeks in advance.

Students who meet the following criteria may also petition to graduate early.

1. Be at least a Junior (In order to be a “Junior”, students must have already passed a minimum of 14 credits, including...English I and English II, 2 Lab Science classes, Algebra I and Geometry, ½ Unit of Ok. History, United States History or other history due to scheduling conflict.)
2. Apply for admission and be concurrently enrolled in College course-work that is equal to or above the rigor for high school curriculum.
3. Have an ACT Composite Score of at least 22 with at least a score of 21 in each sub area.
4. (If concurrently enrolled at either OU or OSU, you must meet their higher standard for concurrent enrollment.)
5. Have a Cumulative Non-Weighted GPA of 4.0.

Students who meet the above criteria and wish to graduate early must notify the Principal in writing before the end of the second week of September during their Junior Year.

OKLAHOMA ACADEMIC SCHOLAR RECOGNITION PROGRAM

Graduating seniors who meet all the following requirements shall be recognized by the local board of education and state board of education as Oklahoma Academic Scholars.

1. Accumulate over Grades 9, 10, 11, and the first semester of grade 12, a minimum GPA of 3.7 on a (5.0) scale or be in the top 10% of their graduating class.
2. Complete (or will complete) the curricular requirements for a standard diploma.
3. Achieve a 27 composite ACT score or 1220 combined on the SAT I. The ACT and SAT I must have been taken on a National Testing Date.

EOI TESTING

All students enrolled in High School English II, English III, Algebra I, Geometry, Algebra II, US History, and Biology I will take EOI Assessments upon completion of those subjects. Any student who chooses to CLEP out of any of those core classes must still take EOI Assessments. Regular testing windows for EOI test administration is set by the state and is usually from Early April through the 1st week of May.

All students entering high school will be required to pass four of the seven EOI tests, of which Algebra I and English II must be passed at a satisfactory or above level along with 2 of the following 5. Algebra II, Geometry, US History, Biology I, and English III. (70 O.S. § 1210.523) Students not scoring satisfactory or above will be offered remediation that may be in the form of a class, learn at lunch programs, before or after school tutoring or any combination of these programs. Students will be afforded the opportunity to re-test in the subjects in which they do not score Satisfactory or Advanced. Make up tests will be conducted according to Oklahoma State Law. Students

who do not successfully score Satisfactory or Advanced on Algebra I, English II and two other EOI Assessments will not be awarded a standard diploma.

HIGH SCHOOL GRADUATION REQUIREMENTS

College Preparatory/Work Ready Curriculum for High School Graduation

(Title 70 O.S. § 11-103.6)

Beginning with students entering the ninth grade in the 2006-07 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

4 Units English- to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 Units Mathematics-limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 Units Laboratory Science -limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 Units History and Citizenship Skills -including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

2 Units of the same Foreign or non-English language, or 2 Units Computer Technology- approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

1 Additional Unit-selected from the courses listed above or career and technology education courses approved for college admission requirements; and

1 Unit or Set of Competencies of Fine Arts: Music, art, or drama, or 1 Unit or Set of Competencies of Speech

The local school board's graduation requirements may exceed the state graduation requirements of 23 units. For more information: Contact Dawn Blasengame at 918.546.2627 or Counseling, or SDE, (405) 521-3549 and/or Accreditation, SDE, (405) 521-3333.

To meet the graduation requirements, local school district options may include courses taken by concurrent enrollment, Advanced Placement or correspondence, or courses bearing different titles. School districts shall strongly encourage students to complete two units or sets of competencies of foreign languages as part of the core curriculum for high school graduation. Local school district requirements may exceed state graduation requirements.

Career and Technology Education also offers academic credit options, such as: Computer Science allowed for high school math credit qualified Agriculture Education courses for high school science, math and science, and Anatomy and Physiology (science) credit allowed for certain health science courses. For more information, contact your school counselor or your local Career Technology Center.

PERSONAL FINANCIAL LITERACY REQUIREMENT (7-12)

In order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7-12. Personal Financial Literacy shall include but not be limited to the following 14 areas of instruction. Understanding Interest; Credit Card Debt and Online Commerce; Rights and Responsibilities of Renting or Buying a Home; Savings and Investing; Planning for Retirement; Bankruptcy; Banking and Financial Services; Balancing a Checkbook; Understanding Loans and

Borrowing Money (including predatory lending and payday loans); Understanding Insurance; Identity Fraud and Theft; Charitable Giving; Understanding the Financial Impact and Consequences of Gambling; Earning an Income; and Understanding State and Federal Taxes.

Stuart Public School Board of Education has adopted a Policy requiring students to take earn ½ credit for Personal Financial Literacy or demonstrate competency for each of the above listed areas of instruction for a total of 23 ½ units before being issued a standard diploma for graduation from Stuart Public Schools.

CONCURRENT ENROLLMENT STATUS

All concurrent students must have a signed statement from their high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of their senior year and must also provide a letter of recommendation from their school counselor and written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

Concurrent students who are receiving instruction at home or from an unaccredited high school must be 17 years of age and meet the requirements for high school seniors above or be 16 years of age and meet the requirements for high school juniors above.

Additionally, high school students who want to enroll in college-level courses must earn a score of 19 or higher on the ACT subject test for the area(s) in which they want to enroll. Subject tests include English, reading, mathematics and science reasoning. An ACT subject score of 19 in reading is required for enrollment in any subject area other than English, mathematics and science reasoning. Institutional secondary testing may not be used for placement.

Also, concurrent students may not enroll in remedial (zero-level) coursework offered by colleges and universities and designed to remove high school deficiencies.

High School Seniors

- *Oklahoma State University* – Score a 24 ACT or 1090 SAT **OR** have a 3.0 GPA **AND** rank in the top 33 percent of your class.
- *University of Oklahoma* – Score a 24 ACT or 1090 SAT **AND** have a 3.0 GPA or rank in the top 50 percent of your class **OR** have a 3.0 GPA **AND** rank in the top 30 percent of your class.
- *University of Science and Arts of Oklahoma* – Score a 24 ACT or 1090 SAT **OR** have a 3.0 GPA **AND** rank in the top 33 percent of your class.
- *All Other Regional Universities* – Score a 20 ACT or 940 SAT **OR** have a 3.0 GPA **AND** rank in the top 50 percent of your class.
- *Community Colleges* – Score a 19 ACT or 900 SAT **OR** have a 3.0 GPA.

High School Juniors

- *Research Universities (OSU and OU)* – Score a 25 ACT or 1130 SAT **OR** have a 3.5 GPA.
- *Regional Universities* – Score a 23 ACT or 1050 SAT **OR** have a 3.5 GPA.
- *Community Colleges* – Score a 21 ACT or 980 SAT **OR** have a 3.5 GPA.

SCHOOL SERVICES

COMMUNICATION

We must hear from you! Our faculty will be in constant communication with you for a number of reasons. It is our hope that you, too, will stay in constant communication with the faculty and principal. If you have any concerns or questions please call your child's teacher or come by the school for a visit. We encourage parent involvement and are excited when a parent shows enough interest in their child to take the time to communicate with us.

Communication to the home will take place in many forms: Notes, personal calls, newsletters, Schoolreach messages. Please take time to read or listen as we try to only give pertinent information.

SCHOOL COUNSELOR

Stuart Schools has a counselor on staff from 8:00a.m. until 3:00 p.m. for student use. The school counselor is available for private consultation with students one on one or group settings, to help with graduation requirements, help students fill out papers for financial aid or scholarship applications, and help students in career guidance. Parents and students should feel free to contact Mrs. Dawn Blasengame at (918) 546-2627, or stop by her office located just inside the front doors of the school if they have any questions or need help with any of the aforementioned items.

SCHOOL LUNCH/BREAKFAST PROGRAM

Payment may be made daily, weekly, or monthly. IT IS VERY IMPORTANT THAT YOUR CHILD'S BREAKFAST AND LUNCH BILL BE PAID ON A REGULAR BASIS. Termination of services will be considered on bills exceeding \$35 per student. All lunch bills may be paid to Angie McClendon, Food Services Manager, or brought to the office for credit to the bill. **Please ask for a Free/Reduced Form AT ANY POINT during the school year as need may arise.**

BREAKFAST/LUNCH PROGRAM

Breakfast:		Lunch:	
Reduced PK-12	30¢	Reduced PK-12	40¢
Full Cost 7-12	\$1.00	Full Cost PK-6	\$1.50
Adults/Visitors	\$1.50	Full Cost 7-12	\$1.75
		Adults/Visitors	\$2.80

Breakfast and lunch are served each day in the cafeteria. Free and reduced meals are available. Guidelines are included in your child's enrollment packet or may be picked up in the office throughout the year if needed. In the past, overdue breakfast/lunch bills have become a problem. ***Therefore, any student or teacher who owes more than \$35.00 for lunches/breakfasts will not be fed a traditional meal. Those students or teachers will be given a sandwich, carrot sticks or celery, and milk, (board policy).*** **Please ask for a Free/Reduced Form AT ANY POINT during the school year as needs may arise.**

Bills should be paid in the lunchroom, or mailed to Angie McClendon in care of Stuart Public Schools, 8837 4th Street, Stuart, OK 74570. Notices are sent with your child at the end of each month, and calls made via Schoolreach each Tuesday. Grade cards will also be held at the end of each 9 week period for students who have unpaid bills.

AFTER SCHOOL TUTORING

Academic tutoring is available. Please call the school to inquire as to the days and time it is available. If a student stays for tutoring, the student **MUST BRING A NOTE** from a parent/guardian stating he/she has permission to stay for tutoring. Phone permission will not be accepted. Transportation home must be provided by the parent of the student staying for tutoring. Parents must provide for students to be picked up at 3:45, as no supervision will be provided after that time.

TRANSPORTATION

Stuart Public School provides safe transportation to all students who are legally eligible to ride to and from school. Students who ride the school buses should be careful about loading and unloading. The driver of the bus is a school official and has the same control over pupils as the teacher in the classroom. Misconduct will be reported immediately to the principal.

THE SCHOOL LAWS OF OKLAHOMA STIPULATE THAT TRANSPORTATION BY BUS MAY BE FURNISHED BY THE SCHOOL DISTRICT BUT THAT THE DISTRICT IS NOT REQUIRED TO DO SO. THEREFORE, BY LAW, IT IS A PRIVILEGE TO RIDE A SCHOOL BUS AND NOT A "RIGHT" TO

SUCH TRANSPORTATION. Serious infractions may result in immediate suspension of bus privileges or suspension from school. Bus drivers will send a written copy of infractions that will be sent home to parents for any infraction other than verbal warnings.

BUS SAFETY RULES

- Enter the bus in an orderly manner and take your seat.
- Never tamper with the bus or distract the bus driver.
- Never throw anything out the windows of the bus.
- No horseplay or fighting is permitted at any time.
- Be absolutely quiet when approaching a railroad crossing or busy intersection.
- Always wait until the bus has come to a complete stop before loading or unloading the bus.
- When crossing the road, be alert to traffic. Go at least 12 feet in front of the bus, stop, check traffic, watch for the bus driver's signal then proceed across the road.
- Help look after the safety and comfort of small children.
- Be on time at the designated school bus stops.
- Emergency doors on school buses are to be used for emergencies only.
- Obey the bus driver at all times.
- Remain in your seat while the bus is in motion.
- Keep your head, arms and other objects inside the bus at all times.
- Keep the aisles clear at all times.
- Remain quiet and orderly.
- Be courteous to your school bus driver and fellow passengers.
- **Failure to obey bus rider rules of conduct may cause a revocation of bus riding privileges for a period of time deemed necessary by the principal in addition to other possible disciplinary action. Stuart Public School will not allow a few irresponsible students to endanger the lives of the other children and the driver.**
- **Any student who becomes violent or extremely disruptive may be placed off the bus at the first safe place. "Safe Place" will be defined as a relative's house or a place of business that is open. Parents will be notified upon the driver's arrival or return to school.**
- **The above rules and regulations will apply to any trip under school sponsorship.**

BUS DISCIPLINE GRADES PK-3

1st Offense	Warning/Conference with principal
2nd Offense	Recess removed for the day
3rd Offense	Three (3) days loss of bus riding privileges (3 school days)
4th Offense	One week loss of bus riding privileges (5 school days)
5th Offense	One month loss of bus riding privileges (20 school days)
6th Offense	Loss of bus riding privileges for the remainder of the current school year.

BUS DISCIPLINE GRADES 4-12

1st Offense	Warning/Conference with principal
2nd Offense	Five (5) days loss of bus riding privileges. (5 school days.)
3rd Offense	One month loss of bus riding privileges (20 school days)
4th Offense	Loss of bus riding privileges for the remainder of the current school year.

FULL DAY PRE-K AND KINDERGARTEN

Stuart Public Schools instituted a full day program for students in Pre-Kindergarten. Students receive instruction in the afternoon session by a certified teacher just as they do in the morning session. Attendance for Pre-Kindergarten students will be based upon a schedule of 8:00am-3:00pm.

STUDENT INSURANCE

Funds have never been appropriated by the State of Oklahoma for student insurance. Therefore, neither the State nor Local Boards of Education carry liability insurance, or any other type of insurance for the protection of the student in case of accident or injury.

All students and parents are informed at enrollment that if they wish insurance protection against injury or accident or for liability insurance as protection against injury to others, they must secure insurance themselves. Students are provided with insurance information, but it is the responsibility of the parent or guardian to provide insurance protection without reference to the school.

GENERAL SCHOOL PROCEDURES

CLASS DISRUPTION POLICY

All visitors are to FIRST go to the MAIN OFFICE when entering the school. Parents are asked to check in at the Main Office and allow the secretary to help contact their child. Students must be SIGNED OUT through the Main Office when leaving early from school.

VISITATION POLICY

VISITATION BY NON-ENROLLED CHILDREN IS NOT PERMITTED UNDER ANY CIRCUMSTANCES. NO EXCEPTIONS WILL BE MADE.

Parents are welcome to visit their child's classroom and observe classroom instruction but must first make an appointment with the teacher who in turn will notify the principal of the scheduled visitation. **All visitors must check in at the office before being allowed to enter a classroom.** Stuart School recognizes the importance of parental involvement in the development of students within our system. Parents are allowed to come and visit their child at lunch time, but are asked to limit these to (1) one visit per (2) two weeks, and to sit with their child removed from the other students (i.e. at another table that other students are not occupying). Parents are to check in/sign in upon arrival to notify staff.

Should problems arise that prohibit the normal flow and function of school activities, or it is deemed necessary by Administration, Stuart Schools or its administration may alter or change this policy.

ADMINISTERING MEDICATION

Parents/guardians of each student will be asked to sign an "Administering Medication" form that will allow school personnel to give over the counter medications to students. If any prescription medications must be taken at school, those medications must be checked in at the main office and will be kept there and administered by school personnel at the appropriate times and in the prescribed amounts. The medications should be in the original container, if possible. If the original container cannot be sent, the prescription label with instructions on the amount and times to take the medication should be included. Only the amounts of medicine to be taken at school should be sent to school where the medications will be kept in the office until the end of the dosage period. Any medicines left at the end of school must be picked up by parent or guardian by the last working day in May, or they will be discarded.

SELF ADMINISTRATION OF MEDICATION

Senate Bill 343, "Self Administration of Medication," became effective April 28, 2003. The purpose of this bill authorizes self-medication for asthma inhalers. In order for a student to be permitted the self-administration of inhaled asthma medication the following must be in place:

- The parent or guardian must provide authorization in writing for the student to administer the medication.
- The parent or guardian must provide a written statement from the physician treating the student that states the student has asthma and is capable of self-administration of medication.
- It is also required that the parent or guardian of the student provide the school with an emergency supply of the student's medication.

The school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

MEDICATIONS

A portion of HB 1550, 1984 Oklahoma State Legislature states:

- The term "medicine" in the policy means "non-prescription" medicine and "filled prescription" medicine. "Filled prescription" medicine is in a vial with a label which correctly states the name and address of the

pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for administering.

- Only authorized personnel will be allowed to administer the medicine at school.
- No medicine shall be administered unless the parent/guardian of the student requiring medication during school shall bring the medication to the school and complete and sign the parent authorization part of the enrollment sheet.
- Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date administered, the name of the person who administered, the type of medicine, the dosage and the time the medicine was administered.
- The Board of Education adopted this policy pursuant to provisions of HB 1550, 1984-1162. Under this statute the school, administration or designated school employee are not liable for damages for personal injuries to the student which result from administering medicine pursuant to the provisions of this statute.

INJURED OR ILL AT SCHOOL

Students who become ill will be cared for temporarily by a teacher or office staff and the parent will be notified. We will render simple first aid only. If emergency medical attention is necessary and the parent cannot be located, the child will be taken to the emergency room of a hospital. Students with contagious diseases or fever should not be sent to school. If a child should arrive at school with symptoms of either a contagious disease or fever, the parent will be called immediately to pick-up the child.

TELEPHONE CALLS BY & FOR STUDENTS

- Students will not be permitted to make telephone calls except for emergency reasons. All calls made by students should be brief, and good manners should be practiced.
- Students will only be called to the telephone to speak with a parent / legal guardian in case of an emergency. Persons calling students while the students are in class will be asked to leave a message. This policy is intended to cut down on classroom disruptions only, and by no means is it intended to make parents feel as though we do not want them talking to their children, or to make them feel as though their phone calls are not welcome.
- Students will not be permitted to call to ask to go home with or spend the night with anyone. Those arrangements need to be made in advance.

CAFETERIA

- Keep noise level low
- Show respectful attitude towards cafeteria workers
- Clean eating area before leaving

CARE OF BOOKS & UNIFORMS

Students are responsible for all textbooks, workbooks, library books, and athletic suits/uniforms issued to them during the school year. If they are lost or damaged, the student is responsible for the loss or damage. Excuses such as “someone stole my book” will not be accepted. All property belonging to a student should be clearly marked to identify the object as belonging to that student.

All lost or damaged books and/or athletic suits/uniforms suits must be paid for. Teachers will record the condition of each item checked out to the students at the time they are distributed. At the end of the year when items are checked back in to the school, note will be taken as to the returned condition. **If the item(s) are found to be damaged in any manner, the student’s parent/guardian will be held responsible for replacement costs.** *The student will not be issued another textbook, workbook, athletic uniform, or library book until this fee is paid.*

EMERGENCY DRILLS

FIRE: *One within the first 15 days of each nine weeks.*

- Exit building quietly and orderly through the designated exit.
- Proceed to designated meeting point outside the building for teacher to call roll.

TORNADO: *One in September and one in March.*

- If no advance warning is given, students are to cover in place by getting under their desks, and away from windows
- When advance warning is given, students will proceed to the Safe Room and enter on the West side, in the following order.
- Pre-K and Kindergarten will walk quickly, but orderly and be followed by grades 1- 2, then 3 - 4 as each preceding class passes the next. Grades 5-6 will be called and be the last group to enter the West side. Grades 7 - 8 will enter the East side of the Safe Room when they are called.
- If the intercom system is down, the notice will be given by administration and office staff.
- Students evacuated from the ball field should enter the Safe Room from the South door and go to the appropriate side. (Grades Pre-K - 6 on West side, Grades 7-12 on the East side.)

LOCKDOWN: *Two per year at different times of the day.*

- All classroom and entry doors will be locked and no admittance without administrative approval.

INTRUDER: *One within the first 15 days of each semester.*

- Students and staff will lock down, quiet, lights off, out of sight of doors and windows until deemed safe by administration.

ADVERSE WEATHER

Announcements of school dismissal due to adverse weather will be broadcast on all local McAlester radio stations K101 & 105.1, and Tulsa and Oklahoma City Television Stations. Dismissal announcements will be called in to the radio and TV stations by 6:30 A.M. Also, Schoolreach messaging system may be used to aid in the dispersal of information.

LOCKERS AND PROPERTY

Lockers will be assigned to students in grades 4-12. Locks may be placed on the lockers but a key or combination code must be provided to the office. If locks create a problem for students by causing them to be late for class, they will be removed. Lockers are to be kept clean and neat and are to have no liquid beverages stored in them. **Lockers may be searched by school authorities at any time deemed necessary.** Oklahoma State Law, Section 24-102 of Title 70, states: “Pupils shall not have any reasonable expectation of privacy toward school administration or teachers in the contents of a school locker, desk, or other school property in order to properly supervise the welfare of pupils. 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 a search.” The student should use only the locker assigned and should never share lockers with other students. The lockers remain, at all times, the property of the school. Report any locker problems to the office. Lockers should not be used to store valuable personal items or money. The school assumes no responsibility for items missing from lockers.

DRIVING POLICY:

Students who drive to school must sign and have parents sign a copy of the driving policy that is given at the time of enrollment. All guidelines are contained therein, and this policy will be kept on file and renewed each year. Students must follow all guidelines contained in the driving policy or be subject to disciplinary action. Stuart Schools provides a bus and that is the only means by which Stuart School Students may travel to and from Kiamichi Technology Center. In the event of an emergency, or a doctor’s appointment, prior arrangements for a student to drive must be made by a parent/guardian on a daily basis. Permission must be obtained in person or by phone as notes will not be accepted.

The Signed driving policy States:

“ACKNOWLEDGEMENT STUDENT PARKING AREAS

I acknowledge and understand that:

1. *Students are permitted to park on school premises or designated parking areas on bus routes (Arpelar Store and Nail Garden) only as a matter of privilege, not of right;*
2. *The school district retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property or designated parking areas on bus routes;*
3. *The school district may inspect the interiors of student automobile whenever a school authority has Reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles;*
4. *Such patrols and inspections may be conducted without notice, without student consent, and without a Search warrant; and*

5. *If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.*”

CHILD ABUSE AND NEGLECT

In order to maintain a peaceful and safe environment for our children, Stuart Public Schools will deal with child abuse and or neglect as is prescribed by state law as follows: *HB 1022–Oklahoma State Legislature requires that every teacher of any child under the age of 18 years and every other person having reason to believe that a child under the age of 19 has had physical injury inflicted upon him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred, as well as the building principal, and counselor.*

PARENT INVOLVEMENT POLICY

It is the Parental Involvement Policy of Stuart Public Schools to:

- Involve parents in the planning process for all educational programs, review and improvement
- Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children; provide information concerning adult literacy and parental training.
- Coordinate and integrate parental involvement programs with other programs when appropriate
- Work with community based organizations and businesses in parental involvement activities
- Ensure that information concerning school programs be available in the language used in the home
- Arrange meetings at a variety of times to maximize opportunities for parents
- Conduct with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use finding of the evaluations to design new strategies for parental involvement.

PARENT/GUARDIAN CONTACT INFORMATION

Parents please fill out the student information sheet in the enrollment packet and turn it in as soon as possible. If at any time during the year you have a change of address or phone number, please contact Mrs. Rosenbaum, Mr. Blasengame, Mr. Newman, or Mrs. Blasengame so that our data base may be changed in order to keep you informed of any events or contact you in case of any emergencies. It is the parent responsibility to ensure that the school has updated contact information.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening and evaluations of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education of 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 policy from 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 educational records
- to request the amendment of education records to ensure 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 to authorize disclosure
- to file complaints with the Family Policy & 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).
- to obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major, identification, location, or evaluation, the school shall provide notice to the 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, you can contact school officials at:

8837 4th Street
Stuart, Oklahoma 74570
(918) 546-2627

HEALTH RECORDS

According to state law, all students who enter the school system for the first time in grades kindergarten through eighth must provide certification that all required immunizations have been received or are being obtained. **Without this official certification, we cannot enroll a child in school.** The immunizations, which are required, include three DPT (diphtheria, pertussis and tetanus), three oral polio, and MMR (measles, mumps, and rubella). **Two doses of Hepatitis A Vaccine and the Chicken Pox vaccination must be administered to students entering Kindergarten or the 7th grade, beginning with the 1998-99 school year.**

ROOM PARTIES

There will be four holiday class parties during the school year: Halloween, Christmas, Valentine's Day, and Easter. If you do not wish for your child to participate in any of these parties, please notify the teacher or principal of this request. **There will be no individual Birthday parties at school.**

STUDENT CONDUCT/DISCIPLINE

STUDENT CONDUCT CODE

The laws of the State of Oklahoma place the school in "Loco Parentis" (in place of parents). This means any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students, therefore, may look to the school personnel for protection, help and guidance. Bullying, harassing, hazing, nor threats will be tolerated at Stuart Schools. (See headings for each.)

Students should be aware that the supervision of conduct, both during school and at school sponsored functions, is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action. School personnel has authority over Stuart students at all times during the school day and at all school sponsored activities, whether on Stuart School property or not.

GENERAL CONDUCT EXPECTATIONS

We ask that students observe a few general conduct guidelines. If these are followed, then the time spent at Stuart Elementary & High School will be productive and pleasant for you and those around you. One of the most important words you can learn is the meaning of RESPECT. (RESPECT: giving careful thought concerning the needs and feelings of others, yourself, and the needs of the environment you live in.) If you put into practice the meaning of this word, you will be a very happy, successful person no matter what you are doing.

AT ALL TIME & LOCATIONS

Respect others	Be helpful
Respect your environment	Be polite
Respect yourself	Be honest

CLASSROOM

- Conduct yourself in a manner that promotes a positive, orderly learning atmosphere.

CAFETERIA

- Enter, eat, and leave in an orderly, polite, quiet manner.
- Please be kind and pick up your messes.
- Students should feel free to socialize, but excessive noise will not be tolerated.
- Be polite and respectful to those serving you.

PLAYGROUND

- Playground behavior and the use of playground equipment should promote a healthy, safe and orderly environment.

THE FOLLOWING ARE GUIDELINES FOR ADMINISTRATORS TO USE IN THE DISCIPLINE OF STUDENTS, AND AT THE DISCRETION OF ADMINISTRATION MAY BE REVISED. STUDENTS ENGAGING IN OFFENSES THAT ARE CRIMINAL IN NATURE OR VIOLATE LOCAL, STATE, OR FEDERAL LAWS MAY BE SUBJECT TO CITATION, FINES, OR PROSECUTION.

GENERAL DISCIPLINE PROCEDURES

The Stuart Public Schools, in order to provide quality education for all of its students, will not tolerate disruptive acts that interfere in any way with the tranquility of its school. The students, while enrolled in Stuart School, shall be under supervision and accountable to school personnel. The supervision shall include going to and from and while attending any school-sponsored activity or going to and from such activity.

A disruptive or interfering act shall be defined as, but not limited to: inciting, encouraging, promoting, or participating in activities which interfere with the due process of the educational program of the school. **The following activities, if accomplished for the purpose of disrupting or interfering with the due process of the educational program, will constitute disruptive activities:** Demonstrations, Sit-ins, Walkouts, blockages, group violence, disrespect or disobedience to school personnel, harassment and/or intimidation (verbal or physical, of students and/or personnel), and disruptive publications.

Except in extreme or flagrant violations, **the procedure for disciplinary action is by teacher referral. The teacher will refer the student to the principal after his/her attempt to correct the students' behavior has failed.**

Grade 7-12

After the principal has received these referrals, the procedure will be as follows.

1st offense	3 mornings of detention.
2nd offense	5 days out-of-school attitude modification.
3rd offense	10 days out-of-school attitude modification
4th offense	Out-of-school attitude modification for remainder of current school year or possible placement in Alternative Education, depending on the seriousness of the offense.

Parents may choose corporal punishment in place of all of 1st Offense, part of 2nd and 3rd Offenses, but none of the 4th Offense.

METHODS OF DISCIPLINE

The following are examples of discipline methods approved for use at Stuart Elementary School. The order of use of these methods will vary depending on the severity of the incident.

- Student/Teacher Conference
- Student/Teacher/Principal Conference
- Teacher/Parent Conference
- Teacher/Parent/Principal Conference
- Recess Detention
- Noon Detention
- Removal of special privileges
- Time Out
- Assigned Seating
- Theme/Sentence writing
- Brief removal from classroom
- Before School Detention
- Assignment to the Behavior Adjustment Zone

- Corporal Punishment
- Out-Of-School placement.
- Other methods when appropriate

BEHAVIOR ADJUSTMENT ZONE (“THE ZONE”)

A student may be assigned one to three days in the Behavior Adjustment Zone. “Zone” time will be served in the room adjacent the principal’s office. Students assigned to the Zone will be isolated from the remainder of the student population for the entirety of the time they have been assigned.

Students may only serve (2) two times the Zone within a school year. If further discipline is needed, Out-Of-School placement will be considered. While students are serving time in the Zone they will not be eligible to participate in any extra-curricular activities during or after school.

While serving in the Zone, Students will be isolated from the main student body for the entire day. They may be assigned a report at the beginning of each day, which must be completed by the end of that day. It may be found necessary for the student to be placed in the Principal’s Office for direct supervision by the Principal or designee. Students will receive the day’s work from their regular classroom teachers at the end of the school day. This work will be due at the beginning of the next school day, and will be graded and recorded. Poor quality or unfinished work will not be accepted.

Strict conduct rules will be enforced. Any violation of rules or misconduct will result in further discipline. Students placed in the Zone will be expected to be on task and work diligently for the duration of the allotted time. Parents will be notified when the Zone has been assigned to their child and the reasons leading up to the discipline.

BEFORE SCHOOL DETENTION

1. Any student with detention will serve their detention the following day to allow the student to make transportation arrangements.
2. Students will serve their detention in the mornings beginning at 7:15 A.M.
3. Students may work on assignments during detention; if they have nothing to work on they may be given a writing assignment. Students will remain seated and silent during detention.
4. Any student assigned more than 1 period of detention must serve their detention on consecutive days, unless otherwise arranged with the principal.
5. Any student who is late or fails to show up for detention will be assigned an additional day of detention. A student may miss detention one (1) time to allow for an emergency that may arise at home. Permission must be gained from the principal before that student misses. Any student who misses detention for three (3) consecutive days or purposely fails to show for detention will be placed on in-school AMP for 3 days.
6. Any student may be assigned detention by any teacher for disciplinary infractions. Amount of detention will be determined by the seriousness of the infraction.

Students who have been assigned detention may volunteer to do odd jobs around the school in exchange for a shorter detention period if it can be arranged by the principal. One hour of manual labor/work will gain the student two hours of detention credit.

CORPORAL PUNISHMENT

Permission must be given by the parent or legal guardian before corporal punishment will be administered. When Corporal Punishment is administered, the child will be taken to a private area. The child, the one administering the punishment and one other teacher/administrator witness will be the only ones present. Parents may be present upon request. Corporal punishment of students will be administered (at the discretion of the principal or his/her designees) and under the following policy adopted by the Board of Education for the Stuart School and in accordance with the Oklahoma State Statues.

1. Corporal punishment is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.
2. Corporal punishment will be administered by certified personnel (teacher or principal) and only in the presence of other certified personnel or individuals directly involved with the disciplinary procedure. It shall be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.

3. A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. A copy of the report will be placed on file. A copy is to be signed by the certified person administering the punishment and the witness.
4. If a parent does not wish for their child to receive corporal punishment they should file a written request with the principal at the beginning of each school year.
5. Any student whose parent has requested that no corporal punishment be used or a student who refuses corporal punishment, when corporal punishment has been deemed appropriate by the teacher or principal, the student may be placed on out-of-school attitude modification for a period no less than two (2) days.
6. In certain situations, parents may choose to substitute corporal punishment as part of either detention, in-school AMP, or suspension. Corporal Punishment may take the place of the entire length of detention, but only part of In-School Attitude Modification Program (the Zone) and Out of School suspension. Suspensions for over 10 days must be served with no substitute of Corporal Punishment.

SUSPENSION OF STUDENTS

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school. The authority to suspend a student from school is delegated to the Principal, Assistant Principal or Superintendent. Any Student may be suspended for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low point beer (37 O.S. § 163.2)(see policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during activities.
- Possession of a firearm may result in out-of-school placement for one calendar year. (see policy FNCGA)
- Possession of a dangerous weapon or controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA).
- Any act which disrupts the academic the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.
- Adjudication as a delinquent
- Any Student in grades six (6) through twelve (12) found to have assaulted, attempted to cause bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for a school as prohibited pursuant to Section 8 of HB 1598 shall be suspended for the remainder of the current semester and the next consecutive semester, to be determined by the board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case by case basis.

A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun Free Schools Act which provides for suspension of one calendar year. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

Any student adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

Students suspended out-of-school who are on an IEP pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without approval of that teacher.

PROCEDURAL STEPS TO SUSPENSION

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, in-school suspension, and/or Corporal Punishment. If such alternate placement or corporal punishment is rejected, written justification must be placed in the student's permanent record.

1. Both the student and the parent/guardian shall be notified of the suspension, the grounds thereof, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

2. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and the arts. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

APPELLATE PROCEDURES FOR SUSPENSIONS

SHORT TERM SUSPENSION

Any student who has been suspended out-of-school for ten (10) days or less under the steps listed previously, or the student's parent/guardian, may appeal the suspension to the board of education by following the following procedures.

1. The student, or the student's parent/guardian, shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend, of their intent to appeal the suspension.
2. Upon receiving notice of the intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
3. During the hearing of the appeal before the board of education, the student or the student's parent/guardian shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
4. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent/guardian shall be notified within five (5) days of the decision. The decision of the board of education shall be final.

LONG TERM SUSPENSION

Any student, who has been suspended out-of-school for greater than ten (10) days under the steps listed previously, or the student's parent/guardian, may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student, or the parent/guardian of the student, shall have the right to appeal the decision to the board of education by following the following procedures.

1. The student, or the student's parent/guardian, shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend, of their intent to appeal the suspension.
2. Upon receiving notice of the intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or the hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, **at his discretion**, may permit the suspended student to attend classes pending the outcome of the appeal.
3. During the hearing of the appeal before the board of education or the hearing officer, the student or the student's parent/guardian shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to legal counsel unless the school is represented by legal counsel.
4. The board of education or hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify

the suspension. The student and the student's parent/guardian shall be notified within five (5) days of the decision. The decision of the board of education shall be final.

NOTE: 70 O.S. § 24.101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

DISPLAY OF AFFECTION

Boy/girl relations are to go no further than holding hands. Displays of affection such as arms around each other, kissing, and other forms of inappropriate closeness will not be permitted at school or school sponsored events. School is not a proper place for this type of activity. Students in violation of the policy are subject to penalties listed in the discipline code.

FIGHTING

Because of the potential for injury, fighting will not be tolerated at any time. When fights occur, both participants will be disciplined. With this in mind, no child is expected to allow another child to harm or abuse him/her without defending him/herself in an appropriate manner. It is first and foremost important for the child being attacked to quickly get to a teacher or other school personnel to get help and not use the attack as an opportunity to "get back" at someone. Students who are attacked, unprovoked will be allowed to use reasonable force in defending themselves and not be punished for it. In Accordance with Article III, Section 1041.1 of Oklahoma School Laws, any Person who commits aggravated assault or battery, or both, upon an official of the school while performing school duties, will be subject to Felony Prosecution.

Grades 7-12

- 1st Offense: Five (5) days of out of school attitude modification, or 3 days of out of school attitude modification and corporal punishment
- 2nd Offense: Out-of-school attitude modification for remainder of current semester, or 20 days, whichever is longer, and/or placement into Alternative Education.

(These instances will count for the appropriate offense number listed above, and may have more severe punishment. For example, if a student's first fight occurs on the fourth visit to the office, that student may be suspended for the remainder of the semester as is stated above.)

Grades 5-6

- 1st Offense: Five (5) days Out-Of-School placement or 3 days Out-of-School placement and 1 swat.
- 2nd Offense: Ten (10) days Out-Of-School Suspension or 5 days Out-Of-School and 2 swats.
- 3rd Offense: Student will be suspended for the remainder of the current semester or 20 days, whichever is longer.

Grades PK-4

- 1st Offense: Two (2) days Out-Of-School placement or 2 swats.
- 2nd Offense: Five (5) days Out-Of-School placement or 3 days Out-Of-School placement and 2 Swats.
- 3rd Offense: Ten (10) days Out-Of-School placement or 5 days Out-Of-school placement and 2 swats.
- 4th Offense: Out-Of-School placement for remainder of Semester, or 20 days, whichever is longer.

SEXUAL HARASSMENT, THREATS, HAZING, BULLYING & CYBER-BULLYING

1. **Sexual harassment** of students is a real and serious problem in education at all levels. It can affect any student, regardless of sex, race, or age. Harassing behavior, if ignored or not reported, is likely to continue and become worse, rather than go away. Moreover, sexual harassment is ILLEGAL. Therefore, Stuart Public Schools has adopted a policy of no tolerance for sexual harassment. A student or employee of Stuart Schools should report all cases of sexual harassment to the Principal immediately. A reporting form is available in the Principal and/or Superintendent.

Due to the seriousness of this offense, any and all acts reported to the Principal will be investigated, and punishment will be rendered upon the conclusion of the investigation. A complete policy on the regulations, definitions and reporting/investigation of Sexual Harassment is on file in the office of the Superintendent.

2. **“Harassment, Intimidation, and Bullying” as defined by Oklahoma Statutes 70 O.S. S 24-100.2 will not be tolerated at Stuart Public School. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. This includes cell phone text messaging/instant messaging or any other type of Cyber-Bullying. Any threatening or harassing cell phone text messages or computer instant messages or e-mails occurring within or outside of school which could cause problems at school will be treated as a threat and or harassment. OSSBA Policy will be adopted in dealing with this statute.**
3. **Hazing is defined as harassment, causing students to perform demeaning activities, physical threats and unnecessary or harmful activities. No school organization, team or extracurricular activity will be permitted to use hazing at or away from school. Any students who initiate or participate in hazing will be disciplined. It is the wish of the administration, faculty, and staff that each student enjoys attending Stuart High School; however, in the interest of safety for the student body, there will be no horseplay on school grounds. This includes, but is not limited to wrestling, pushing and shoving, and tackle football.**
4. **Threats of violence, due to the recent terrorist activities conducted at schools across the nation, any mention of any violent activity will be treated with utmost seriousness. Any such threats or comments will be prosecuted to the full extent of the law, as well as immediate suspension for the rest of the school year or for the current semester and the following semester, whether or not these semesters are in the same school year. Any student being threatened or hearing another student being threatened should report the incident to any teacher or administrator.**

DRUG AND ALCOHOL POLICY

The Stuart Public School District supports a policy of no tolerance of students involved in the possession, use, delivery, transfer, or sale of alcoholic beverages, controlled substances or prohibited substances while in school or at school sponsored events. The principal acting on the grounds of “reasonable suspicion” may in the presence of a witness, search the student, the student’s locker, and personal property including, but not limited to, book bags, outer clothing, purses, and automobiles.

Prohibited substances are described as follows:

- **Alcohol or any alcoholic beverages.**
- **Any controlled substance or dangerous drug as defined by state law or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801; including, but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, or depressant.**
- **Any prescription or non prescription drug, medicine, vitamin or other chemical, including, but not limited to aspirin, other pain relievers, stimulants, diet pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.**
- **Because of the potential danger to the student presented by his/her acute intoxication of alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or drug overdose while in school, or at a school sponsored event will be transported immediately to the local hospital facility designated to provide detoxification services with immediate notification of parents and police.**
- **The U.S. Supreme Court has ruled that under the Fourth Amendment to the U.S. constitution, searches of students by school officials need not adhere to the strict standards of “probable cause” imposed upon law enforcement officers. Rather, the legality of searches will depend upon the “reasonableness” of the search in light of all the circumstances. There must be reasonable grounds to believe that the search will reveal a violation of school rules**

or produce evidence of unlawful activity. The states remain free to provide greater protection for students.

- Any student suspected of selling or distributing, or Flagrant or excessive violations such as “spiking punch” or any of the aforementioned substances will be placed on the out-of-school attitude modification program immediately for the remainder of the current semester as well as the next semester, and prosecuted to the full extent of the law.

If a teacher, aide, other school employee, or student of Stuart Public Schools suspects any student of being under the influence of, or possessing alcohol or a controlled substance, that person shall notify the principal immediately. If the principal determines that the student is under the influence of alcohol or a controlled substance, or finds alcohol or controlled substances, including empty containers and residue the following procedures will be followed:

- 1st Offense:** Law Enforcement will be contacted to come to the school to verify the symptoms of intoxication. Upon verification of school policy violation, the student will be placed on out of school placement for a minimum of ten (10) days and/or referred to an alternate program if in Grades 6-8. Parents will be contacted.
- 2nd Offense:** Parents and Law Enforcement will be contacted immediately and the student will be suspended for the remainder of the current semester plus the succeeding semester.

Any student suspected of selling or distributing alcoholic beverages, controlled substances or prohibited substances will be alternately placed to home, immediately, for the remainder of the current semester plus the succeeding semester.

VANDALISM/THEFT/GAMBLIG/FORGERY

Any student committing an act of vandalism, theft, gambling or forgery is subject to out of school placement. Extreme cases may result in immediate out of school placement for the current semester and the succeeding semester. Extreme cases may result in out-of-school attitude modification for the current semester plus the next semester, even if on 1st or 2nd Offense. **Less serious acts will be handled as follows.**

- 1st Offense:** Up to three (3) days Out-Of-School placement, plus cost billed to the student’s parent, guardian.
- 2nd Offense:** Ten (10) days Out-Of-School placement, plus cost billed to the student’s parent, guardian.
- 3rd Offense:** Out-Of-School suspension for current semester plus the next semester, plus cost billed to the student’s parent, guardian.

SMOKING AND TOBACCO

The possession or use of any tobacco or tobacco products while on the school premises or during any school sponsored activities are strictly **prohibited by State Law (HB 2529) and school policy**. *Students will be held responsible for their lockers, bags, etc.* The smallest amount of tobacco residue in a student’s possession or in/on his/her body will constitute possession. The following action will be taken when a student is found to be in possession of tobacco.

PreK-6thGrade

- 1st Offense:** Up to Three (3) days Out-Of-School Suspension
- 2nd Offense:** Ten (10) days Out-Of-School Suspension
- 3rd Offense:** Student will be suspended for the remainder of the semester, or 20 days, whichever is longer.

Grades 7-12

The following action will be taken when a student is found to be in possession of tobacco: (If a student is on a higher level of punishment for general discipline as is listed in “Discipline” that level will be used.)

- 1st offense** Up to 10 days Out-of-School Attitude Modification Program

2nd offense **The student will be placed on the Out-of-School Attitude Modification Program for the remainder of the Semester.**

RADIOS/ MUSIC PLAYING DEVICES/ELECTRONIC GAMES/MISC.

No music or game devices will be allowed at school. This includes, but is not limited to, radios, CD's, mp3's, iPods, cassettes, video players, video games, etc. These items are not to be taken on bus routes, trips, etc. Devices will be confiscated, and returned one time to the student at the end of the day. Any subsequent offenses will result in the item being confiscated, returned only to the parents, and the general discipline procedures will be followed.

CELLULAR PHONES/DEVICES

With an increase in Cyber-Bullying and the constant disruptions associated with cellular phones, No student shall possess or use cell phones or electronic paging device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, EXCEPT, cell phones may be at after hours activities for parent contact only. **Cell Phones are not to be used during the school- day, but may be taken to after school events for emergency use only. This does not mean students will be allowed to sit in the bleachers, bus or any event and talk on cell phones. Parental contact should be made and the phone put away. Sponsors of school trips have school cell phones. Parents may contact the teacher/sponsor on school trips with any emergency that may arise. Each classroom and building on school grounds has a phone and therefore, there is no need for any cellular phone in the student's possession. Infractions of this rule will result in disciplinary action as follows. (If a student is at a higher level of general discipline, that higher level will be used. See page 19 for general discipline guidelines.) Cell Phones will be confiscated and may be picked up by the parent or guardian. Cell phone/electronic messaging may also fall under Bullying/Harassment (see BULLYING, HARASSMENT, INTIMIDATION, HAZING & HORSEPLAY section).**

- 1st Offense:** Up to 3 days Morning Detention, or 3 Days in the Zone.
- 2nd Offense:** Out of School suspension up to 5 days.
- 3rd Offense:** Out of School suspension up to the remainder of the semester.

DANGEROUS WEAPONS/SUBSTANCES & THREATS OF VIOLENCE OR HARM

In accordance with Section 492 of the School Laws of Oklahoma, any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property may be suspended by the superintendent or principal for a period of not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section.

For the purpose of this act the term "dangerous weapon" shall mean pistol, revolver, or any other fire arm, an instrument or knife with a blade more than two (2) inches long, sharpened metal object of any length, metal comb of any length with handle pointed and sharpened, billy club, loaded cane or club, metal knuckles, razors, hand chains, box knife, or other offensive weapons.

1st Offense: Suspension for the balance of the current semester and the next semester. Parent/Guardian and Law Enforcement Officials will be notified immediately.

BULLYING, HARASSMENT, INTIMIDATION, HAZING & HORSEPLAY

"Harassment, Intimidation, and Bullying" as defined by Oklahoma Statutes 70 O.S. S 24-100.2 will not be tolerated at Stuart Public School. *Harassment, intimidation, and bullying* included but are not limited to a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic. OSSBA Policy will be adopted in dealing with this statute.

Hazing is defined as harassment, causing students to perform demeaning activities. No school organization, team or extracurricular activity will be permitted to use hazing at or away from school. Any students who initiate or participate in hazing will be disciplined.

The above items also refer to either verbal/physical altercations or those made by electronic media such as e-mails, text messages, tweets, blogs, voice mails or other types of Cyber-Bullying. There is no

tolerance for harassment, intimidation, threats, or bullying of any type. Any actions will be treated with utmost severity.

Horseplay: It is the wish of the administration, faculty, and staff that each student enjoys attending Stuart Public School; however, in the interest of safety for the student body, there will be NO horseplay on school grounds. This includes but is not limited to wrestling, pushing and shoving, and tackle football.

SAFE SCHOOL POLICY

Fortunately, Stuart Public School has always been a safe place for children to attend school. We have exceptional students, supportive/involved parents, concerned educators and numerous other community members interested in our students and school. However, in the wake of several school tragedies across our nation, need has arisen to address the issue of our society's growing violent tendencies.

We at Stuart School will be addressing these issues by:

- Introducing projects such as Character Development Training.
- By providing counseling services for those students in need of anger management.
- By encouraging students to communicate to an adult their concerns about potentially dangerous situations.
- By building student/teacher confidence.

PROTECTING OUR STUDENTS

In order to protect our students, teachers, personnel, administration and citizens, Stuart Public Schools has adopted a **NO TOLERANCE** policy concerning any act of violence. Any student who makes a verbal or physical threat upon the life of a teacher, fellow student, an administrator, other school personnel or citizen will be *immediately suspended for a period of no less than ten days for the first offense*. The parent/guardian and Law Enforcement Officials will be immediately notified.

- Whereas the same student returns to school and makes another threat upon the life of a teacher, fellow student, an administrator, other school personnel or citizen, the said student will be suspended for the balance of the current school year. The parent/guardian and Law Enforcement Officials will be immediately notified.
- Any student possessing any type of gun, knife, or weapon, or using such items in a threatening manner will be suspended immediately for one calendar year. The parent/guardian and Law Enforcement Officials will be notified immediately.
- Any student who does intentional physical harm to a teacher, fellow student, an administrator, other school personnel or citizen will be suspended immediately without consideration of gaining reentry to Stuart Schools. The parent/guardian and Law Enforcement Officials will be notified immediately.

SAFE-CALL TOLL-FREE HOT LINE

1-877-SAFE-CALL ext. OK1

1-877-723-3225 ext. 651

The SAFE-CALL HOT LINE is a confidential, toll-free number which can be used by anyone (students, parents, teachers, interested citizens) in the state of Oklahoma to report any situation which the caller feels puts students in jeopardy at school. This HOT LINE is staffed and operational 24 hours a day, 365 days per year.

SAFE-CALL, the first of its kind in the nation, was established by the Oklahoma State Department of Education to help Oklahoma schools maintain a safe atmosphere and to notify local school officials of potential acts of violence, theft, drug or alcohol abuse, or weapons on campus.

DRESS & GROOMING CODE

Stuart Public Schools expect our students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we desire students to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. Clothing shall not be disruptive, or revealing in manner that distracts from the educational process. The Administrators make the final decisions about dress and grooming violations.

Students in violation of the dress code must either change clothes at school or have permission from parent and principal to go home to change, before being allowed to continue attending classes. If the student has no way home or no other clothing at school, they will be issued a sweat/t-shirt and/or sweat pants (if available) for the remainder of the day. After the 1st Warning, the general discipline guidelines will be used. A Student's 2nd offense will result in student not being allowed to enter school with any of the aforementioned items for the remainder of the year.

General Rules

1. **Shorts, Skirts, and Dresses** must extend beyond the longest finger on the hand with the shoulders in a relaxed position. Slits, splits, or other openings in the clothing must meet this standard as well. More requirements for shorts may be found in the "Pant/shorts/leggings" section. Clothing with un-mended rips or tears above the knee is not permitted.
2. **Shirts/tops** shall not expose the back, torso, cleavage, or undergarments. They are not appropriate and may not be worn. Spaghetti straps, tank tops, strapless tops, halter tops, racer back tops, one shoulder and off the shoulder tops are not allowed. Shirts/tops must be properly buttoned and cannot expose the midriff when arms are raised overhead. Any clothing that exposes undergarments, is backless, form fitting (such as spandex), or off the shoulder is not permitted. Clothing with un-mended rips or tears above the knee is not permitted.
3. **Pants/Shorts/leggings** (bottoms) are to be belted at the waist with no undergarments visible (no sagging). Leggings and other similar styles may only be worn if a shirt/top extends below the curvature of the buttocks. Pajama pants are not allowed. Clothing with un-mended rips or tears above the knee is not permitted. *Shorts may not be worn beginning with the Monday following the Fall Break which occurs the Thursday and Friday of the third week of October until the Monday following Spring Break which occurs the week containing the third Wednesday in March.* Clothing with un-mended rips or tears above the knee is not permitted.
4. **Shoes** are required to be worn at all times while at school for safety and sanitation. Shoes with cleats are not allowed to be worn in buildings. Slippers/house shoes are not permitted. Students are required to maintain a clean set of tennis/athletic shoes to be for use in P.E. classes taking place in the gym. *Flip Flops, Sandals, open-ended shoes and footwear may not be worn beginning with the Monday following the Fall Break which occurs the Thursday and Friday of the third week of October until the Monday following Spring Break which occurs the week containing the third Wednesday in March.*
5. **Accessories** such as Gloves or hand coverings are not permitted unless as part of outdoor cold weather wear or as part of class instruction. Non-prescription dark lens or sun glasses, chains hanging from wallets or pockets, as well as jewelry/ tattoos and/or accessories pertaining to drugs, alcohol, tobacco, or offensive slogans/acts or that is noisy, promotes undue distraction, or is dangerous are not permitted. No body piercing that is disruptive or distract from the educational process will be allowed. No piercing/stick-on jewelry beyond ears is permitted. No Spacers for piercings of any sort are permitted.
6. **Hair** must be kept clean and out of the eyes, no flamboyant or fluorescent (unnatural) hair colors will be permitted. Examples are green, bright red, purple, etc. No distracting hair styles.
7. **Backpacks/bags** All backpacks and gym bags must be placed in the locker or dressing room and left there. Students will not be permitted to carry backpacks or gym bags from class to class. Books should be removed from backpacks or bags before school each morning and placed in the student's locker
8. **Caps/hats** are not to be worn in the building. Head coverings, caps, hats, head-bands, kerchiefs, etc. are not allowed except as per legitimate health or religious reasons. If a student is caught wearing a hat in the building, the hat will be taken from the student and kept in the principal's office for one week then returned to the student. If the student is caught with a hat on in the building a second time, the hat will be taken and returned at the end of the school year. The student will not be allowed to bring a hat to school for the remainder of the school year.

ACTIVITIES, ATHLETICS, & CLUBS

ACTIVITY ABSENCES

PreK-6 The maximum number of absences for activities, whether sponsored by the school or outside agencies/organizations, which removes the student from the classroom shall be ten for any one class period of each school year.

Grades 7-12 the maximum number of absences for activities, whether sponsored by the school or outside agencies or organizations, which removes the student from the classroom, shall be ten (10) for any one-class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contest are those for which a student must earn the right to compete.

ACTIVITY PARTICIPATION

Student must be present a minimum of five class periods before he/she can participate in any school activity that day or evening. (Arrive to school no later than 9:45 AM or leave earlier than 1:30 PM)

Grades 7-12 A student must be in school a minimum of five (5) class periods before he/she can participate in any school activity that day or evening. Any exceptions will be made at the discretion of the principal. Students participating in extra-curricular programs must also be in Attendance 90% of the time to remain eligible. Extreme cases of illness will be dealt with on an individual basis and the principal will determine if the student is eligible to participate.

ACTIVITY AND FIELD TRIPS

- **Students must dress in the same manner as in school.**
- **Students must conduct themselves in the same manner as required in school.**
- **Students must return on the bus in which they were transported to activities unless released to parents. Notes will generally be accepted.**
- **Before a child will be allowed to go on a field trip, he/she must have signed permission from parent.**
- **Since field trips are educational experiences, students not going on the trip will be expected to attend school and will be given assignments and supervision as felt appropriate by the teacher and principal.**
- **Students who have parental permission to drive to a school activity will be counted absent. These students will be under school supervision when they arrive at the place of activity.**
- Any student receiving punishment beyond in school suspension will not be taken on field trips.

RULES GOVERNING INTERSCHOLASTIC ACTIVITIES IN SENIOR HIGH SCHOOLS

RULE 1- AGE, PHYSICIAN AND PARENTS CERTIFICATE

- **SECTION 1**
Any student who reaches the age of nineteen before September 1st will not be eligible for athletic competition. Non-athletics: Any student who reaches his twenty-first birthday before September 1st will not be eligible.
- **SECTION 2**
No student shall be eligible to represent the school in athletic competition until there is on file with the principal a physical examination and parental consent certificate on a form prescribed by the OSSAA, on which the examining physician shall certify as to findings that the student is physically fit at that time to participate in the various athletic sports for the current school year. **The school year begins July 1; this physical examination is required for students each school year. One or both parents or legal guardian must sign the parental consent form each year before the student participates in athletic contest.**
- **SECTION 3**

Each non-athletic activity organization, which assists in the sponsorship of interscholastic activities, may operate under a constitution, or set of rules, which complies with the Constitution and rules of the Oklahoma Secondary Schools Activities Association.

RULE 2- ATTENDANCE

A student who has not attended class ninety percent of the time for the semester becomes ineligible. Exceptions may be made by the principal due to injury, illness, death in the immediate family, or valid reasons for late enrollment. Ninety percent means that students involved in extra-curricular activities may miss only four and one half- (4 ½) days per nine-week period. However, this doesn't mean a student can miss all 4 ½ days in the first couple of weeks. If for example, school has been in session for 15 days, a student may have only missed 1 ½ days at that time. Missing two days in a 10 day interval would make the student ineligible. All Students must also attend 2 of the 1st 3 periods and 3 of the last 4 in order to be eligible for an activity, unless the principal has approved otherwise.

RULE 3- SCHOLASTIC ELIGIBILITY.

OSSAA scholastic eligibility standards are required of all students participating in extracurricular activity programs. Local school boards may make exceptions for only those students participating in noncompetitive activities. (Board Policy).

SECTION 1-SEMESTER GRADES

- A. Students may have received a passing grade in any five subjects counted for graduation that they were enrolled in during the last semester they attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students.
- B. If students do not meet the minimum scholastic standard, they will not be eligible to participate during the first six weeks of the next semester they attend.
- C. Students who do not meet the minimum scholastic standard may regain their eligibility by achieving passing grades in all subjects they are enrolled in at the end of a six-week period.
- D. Students enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the proceeding semester should be obtained from the records in the school last attended.

SECTION 2-SPECIAL PROVISIONS

- A. 12th grade students must maintain eligibility if they are passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subject's equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
- B. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. Students may regain their eligibility by achieving the scholastic standard in Rule 3, Section 2b at the end of a three-week period, if they meet all other requirements.
- C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster). (Board Policy allows a maximum of two weeks to apply this exception).
- D. One summer school credit (one-half unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-A for the end of spring semester.
- E. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Sunday following the day eligibility is checked.
- F. Stuart High School will have an eligibility list submitted by each teacher on each Thursday of each week beginning the third week of each semester. These lists will be compiled by the principal and those students who are failing in any class will be notified Friday. These grade checks are cumulative

to the 1st day of each semester. Students receiving a failing grade for the first time will have one week of probation to be passing in all classes. A student who is failing any class for two consecutive weeks will be declared ineligible. (A student who fails one class one week and a different class the next week is still ineligible). A student may regain eligibility when they are passing in all classes. Periods of ineligibility will run from Sunday (following the check on Thursday) through Saturday. Note that this period of ineligibility will run for the entire week even though the student may get his/her grade up before the end of that period.

- G. If a student cannot turn in work that would make that student regain eligibility, due to illness and not being at school when grades are checked, the student may turn in that work on Monday and eligibility will be restored if the student is passing. (Same rule as making up missing work.)

ATHLETICS/PHYSICAL EDUCATION

All students in our athletics/physical education courses are required to dress appropriately and participate in the class each day. For the gym, students will need proper athletic shoes that are not used for street wear. These may be old shoes with soles cleaned thoroughly or new ones. Proper footwear on the gym floor is vital for the safety of the student. If your child has been ill and does not need to exert him/herself, you must send a note to let the coach know, otherwise, the student will be expected to suit out and participate. Students who miss class may be required by the Coach/teacher to make up missed conditioning by running, not as a punishment, but as work missed.

Grades 7-12, Students who quit a sport will not receive a passing grade for the class. **All students in our Athletics courses are required to dress appropriately and participate in the class each day. All students participating in Athletics must have an Athletic Physical. Students may take them at Stuart Schools before each Fall Semester for a minimal fee.**

BASKETBALL GAMES

- Players are not to arrive at the gym more than 30 minutes before playing time.
- No running in the lobby or around the gym for any reason.
- No “hanging out” in the lobby or bathroom.
- No leaving the gym without an adult.
- **Students are expected to stay in the gym once they have entered for the game. No student will be allowed to leave and reenter the gym during a game. Students who go outside without a parent must leave school premises.**
- **All School rules apply at all ballgames and activities, at home or away.**

DAY GAMES

- Students are under the same rules of discipline as they are when in the classroom with their teacher.
- Students are to sit with their class and their teacher in the area assigned for them to sit.
- Parents may sit with students in this assigned area but students will not be allowed to move away from their class or teacher.
- In order to cut down on confusion, students are not allowed to “run errands” for their parent(s) unless they first receive permission from the teacher on duty.
- Students may go to the concession stand during the half-time of games and between games.
- Students may go to the bathroom and get a drink, one at a time, after they have received permission from the teacher or as a group when the teacher allows the group to take a break.
- Students leaving school early from a game will be counted absent for the remainder of the day and will be expected to make-up any work missed.

RULES GOVERNING INTERSCHOLASTIC ACTIVITIES IN 7TH -12TH GRADE

Before students in grades 7-12 will be allowed to participate in athletic competition each one must have on file in the principal’s office:

- A physical examination form completed by a physician
- A parental consent form

- Meet all eligibility rules for being a legal student
- Meet all eligibility rules for academics

DRUG TESTING FOR ATHLETES (GRADES 7-12)

The Stuart School Board of Education, in an effort to protect the health and safety of its student athletes from illegal and /or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Stuart Public School District, adopted a drug policy for drug testing student athletes. Beginning with the 1999-2000 school year, drug testing will be done by parental request, at their expense, or in the event of suspicion by a coach, teacher, or an administrator, of a participant playing or practicing while under the influence of drugs or alcohol. The policy will be given to each student, grades 7-12, who wishes to participate in athletics. The policy contains the following provisions:

1. Statement of Purpose and Intent
2. Procedures
3. Definitions
4. Violations
5. Alcohol Testing
6. Refusal to Submit to Drug Use Test
7. Drug Testing for Non-Athletes

Each Student-Athlete will be required to sign the Drug Testing Consent form, as will the Parent/Custodial Guardian and Coach of the Student-Athlete. The Student-Athlete will not be allowed to participate in any athletic contest until the Consent Form has been signed by all parties above mentioned. All pertinent information is contained in the Drug Testing Policy, which will be given to each student wanting to participate in our Athletic Programs.

STUDENT CLUBS AND ORGANIZATIONS

The Stuart Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The Board of Education shall annually notify parents or guardians of student clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school web-site. The annual notification shall include but not be limited to the following information about each club or organization.

1. Name
2. Mission or Purpose
3. Name of faculty advisor

Parents or guardians of students will notify the school administration that they are withholding permission for their child or children to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in such clubs or organizations in which permission is withheld. Parents or guardians are also responsible for retrieving their child or children from attendance at a club or organization in which participation is withheld.

If clubs or organizations are formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information.

LEGAL REFERENCE: 70 O.S. § 24-105

CLUBS/ORGANIZATION ESTABLISHED AT STUART SCHOOLS

1. **Athletic Programs (Baseball/Softball, Track, and Basketball)** The mission for our Athletics Programs is for students participating in extracurricular athletic events sanctioned by Stuart School to enjoy learning the sport, getting physically fit, and being involved in team building skills Contact Chance Chapman, Assistant Principal at 918.546.2627

2. **4-H Club** The mission of the 4-H Club is to provide our youth with enrichment programs which will create environments for diverse audiences of youth to reach their fullest potential. Contact Matt Rosenow at 918.546.2627
3. **Native American Club** The mission of the Native American Club is to expose students to the various Native American Cultures and enhance their knowledge of their heritage. Contact Regina Mabray at 918.546.2627
4. **FFA** The mission of the FFA is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Contact Matt Rosenow at 918.546.2627
5. **FFA/4-H Booster Club** The mission of the FFA/4-H Booster Club is to raise money to off-set the cost of livestock show animals for the members it represents. Contact Matt Rosenow at 918.546.2627

STUDENTS & PARENTS RIGHT TO KNOW

PARENT'S RIGHT-TO-KNOW

This is to notify parents that have students attending Stuart Public Schools that they may request, and the school will provide information regarding the professional qualifications of the students' classroom teachers and services provided by any paraprofessional. Parents may request information on the level of achievement of the parent's child in each of the state academic assessments and notice will be given to parents if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not qualified.

DISABILITIES ACCOMODATIONS

Stuart Public Schools will accommodate patrons and students with disabilities, in compliance with the Americans with Disabilities Act. Inquiries or grievances may be referred to the Superintendent at 546-2627.

DRUG FREE SCHOOLS & COMMUNITIES ACT

The staff of the Stuart Public School System is concerned about a student's total development and the availability of illicit drugs and alcohol in American society today. It is the responsibility of the Stuart Public School System to inform students and parents that the possession or use of illicit drugs and/or alcohol, including tobacco, is wrong and harmful. The possession or use of illicit drugs and/or alcohol on school premises or as a part of any school activity is prohibited and will result in disciplinary action being taken. Please see Discipline Section of the Student Handbook for information regarding student discipline. Should information over drug and alcohol counseling, or rehabilitation and re-entry programs be needed, please contact the school counselor or principal. Compliance with this requirement is mandatory under federal and local regulation.

SPECIAL EDUCATION COMPLAINT PROCEDURES

Should a parent of an eligible student wish to make a complaint regarding IDEA Part B violations, Stuart Public School provides for the filing and resolution complaints in the following manner:

The complaint would follow the respective sources by first directing the complaint to:

1. The individual involved
2. The individual's immediate supervisor
3. Additional supervisor/administrative personnel in the chain of responsibility
4. The superintendent of schools
5. The board of education

No appeal will be heard by the board unless the accusations are in writing, signed by the party making the complaint, then presented to the board through the superintendent. If the issue is still not resolved, the district will provide for the filing and resolution of complaints by including the following procedure:

1. An independent on-site investigation by the SDE determining if an investigation is necessary
2. An opportunity for the complainant to submit additional information in writing

3. A review of all relevant information and an independent determination as to whether the district
4. Has violated a requirement of IDEA, Part B
5. Issue a written decision containing findings of fact and conclusions
6. Reasons for the SDE's final decision
7. Procedures for effective implementation of the SDE's final decision
8. The right of the complainant or the LEA to request the Secretary of the U.S. Department of
9. Education to review the SDE's final decision
10. Comply with the time limit of 60 calendar days after complaint is filed

If there are any questions, please contact your school officials at 546-2627.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is on file in the Superintendent's office for inspection.

FACTS ABOUT MENINGOCOCCAL DISEASE & VACCINATION

What is meningococcal disease?

- Meningococcal disease, also known as bacterial meningitis, is a rare but sometimes deadly infection that can strike adolescents and young adults. The disease strikes quickly and has devastating complications, including hearing loss, brain damage, limb amputations, and loss of kidney function and, in some cases, death.

Who is at risk for meningococcal disease?

- Adolescents and young adults are at increased risk for getting meningococcal disease. In fact, they account for nearly 15 percent of all cases of meningococcal disease reported in the U.S. Death rates are higher among adolescents and young adults compared with other age groups and approximately one in seven will die. The majority of meningococcal disease cases among adolescents and young adults may be prevented by vaccination.

Why are adolescents and young adults at risk for meningococcal disease?

- Certain lifestyle factors common among adolescents and young adults increase their risk. These include, but are not limited to:
 - Irregular sleep patterns
 - Crowded living situations, such as sleep-away camps, dormitories and other student-style housing arrangements
 - Active and passive smoking
 - Social situations where there is crowding

How is meningococcal disease spread?

- Meningococcal disease is contagious. The disease is transmitted through the exchange of respiratory droplets such as coughing or sneezing, or through direct contact with an infected person (e.g., kissing).

What are the symptoms of meningococcal disease?

- Meningococcal disease is often misdiagnosed as something less serious, as the symptoms often resemble those of the flu. Symptoms may include sudden high fever, headache, stiff neck, nausea, vomiting and exhaustion. Some people also develop a rash. Since symptoms progress quickly, it is very important that medical attention is sought immediately.

Can meningococcal disease be prevented?

- Yes. Vaccination offers the best protection against the disease. Meningococcal vaccines are available in the U.S. for people 6 weeks of age and older.

How can adolescents and young adults reduce their risk of getting meningococcal disease?

- Adolescents and young adults can reduce their risk by being vaccinated against meningococcal disease. Vaccination protects against four of the five common strains of the disease that cause the majority of cases in this age group. Vaccination is the best method of prevention. However, maintaining a healthy lifestyle like getting plenty of rest and not coming into close contact with people who are sick can also help.

Are there government recommendations for meningococcal disease vaccination?

- The Centers for Disease Control and Prevention (CDC) recommends vaccination for all 11-12 year olds, with a booster dose at age 16. For those who receive the first dose at 13 through 15 years of age, a booster

is recommended at 16 through 18. CDC suggests that adolescents receive the vaccine less than five years before starting college. There are others recommended for meningococcal vaccination, including younger children and adults with certain medical conditions, travelers and military recruits. For the full list of persons recommended by the CDC for meningococcal vaccination, please visit: <http://www.cdc.gov/vaccines/vpd-vac/mening/who-vaccinate.htm>.

Where can I find more information?

- Following are additional resources that provide more information about meningococcal disease and prevention methods, including vaccination:

National Meningitis Association: www.nmaus.org

Centers for Disease Control and Prevention: www.cdc.gov

What is the National Meningitis Association?

The National Meningitis Association (NMA) is a nonprofit organization founded by parents of children who have died or live with long-term effects from meningococcal disease. NMA’s mission is to educate families, medical professionals and others about meningococcal disease and prevention approaches to the disease. For more information about NMA and the organization’s activities, or to contact a member of NMA, please call 1-866-FONE-NMA (1-866-366-3662) or visit www.nmaus

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford parents and students eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate and misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. According to the No Child Left Behind Act of 2001, and the National Defense Authorization Act for Fiscal Year 2002, requests for secondary students’ names, addresses, and telephone numbers will be provided to military recruiters unless a parent or eligible students opts out of providing such information. Enrollment packets include written documentation of the choice made by parents or eligible students regarding release of personally identifiable information.

DIRECTORY INFORMATION

In compliance with 10 U.S.C. Section 503 as amended by The National Defense Authorization Act (P.L. 107-107), Stuart Public Schools will maintain and release “directory information” without the parent’s or guardian’s prior written consent, unless the parent or guardian informs the district that any or all of the following information should not be released without prior consent.

“Directory information” is defined as:

- Student's name
 - Student's address, email address, and telephone listing
 - The names of the student's parents
 - The student's place and date of birth
 - The student's class designation (i.e., first grade, tenth grade, etc.)
 - The student's extracurricular participation
 - The student's achievement awards or honors
 - The student's weight and height if a member of an athletic team
 - The student's photograph
 - The school or school district the student attended before he or she enrolled in the Stuart School District
 - The dates of student attendance in the Stuart School District
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Officer, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4065. The District will effectively notify parents who have a primary or home language other than English of the rights stated above.

CIVIL RIGHTS, NONDISCRIMINATION STATEMENT

Stuart Public School does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in admission to its programs, services, employment practices, treatment of individuals, or any aspect of its operations. This notice is provided in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education amendments of 1972, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Inquiries concerning application of this policy may be referred to Stuart School Superintendent, Tracy Blasengame at 918.546.2476 or Stuart School Principal, Adam Newman at 918.546.2627. Written Inquiries may be addressed to the attention of Mr. Tracy Blasengame at Stuart Public School, 8837 4th Street, Stuart, OK 74570.

OKLAHOMA OPEN RECORDS ACT

It shall be the policy of the Stuart Board of Education to comply fully with the provisions of the Oklahoma Open Records Act to protect the rights of privacy of students and their families and to protect the rights and privacy of individual employees while ensuring and facilitating the public's right of access to and review of those school records authorized thereby.

OUT OF SCHOOL SUSPENSION FOR STUDENTS WITH DISABILITIES

This policy applies to the suspension or other disciplinary removal of a student with a disability from a current educational program. Disciplinary removal refers to reassignment of a student with a disability to an interim alternative education setting not specified in the student's IEP. A student with a disability is defined as any student who has been determined disabled under IDEA or Section 504 Rehabilitation Act and has a current Individual Education Plan (IEP) or 504 Plan.

- ***Disciplinary Removal for Less Than Ten (10) Days:*** School personnel may unilaterally remove a student with a disability from the current educational placement for not more than ten school days within a school year without providing educational services for any conduct that would warrant disciplinary removal of a student without disabilities. The principal may remove a student for up to ten consecutive school days per offense, as long as the additional removals do not constitute a change in placement. The district will follow its policy and procedures for the suspension/disciplinary removal of students without disabilities. Change in placement occurs if a series of removal constitute a pattern. A pattern is determined by the length of each removal, the total amount of time the student is removed, the proximity of the removals to one another, and the nature of the offense.
- ***Disciplinary Removal for More Than 10 Days:*** Prior to any change in placement resulting in a school removal of more than ten consecutive days per offense or ten cumulative days that constitute a change in placement, the student's IEP team, including the parents, must meet to determine if the misbehavior is a manifestation of the disability. Procedural safeguards prescribed in state and federal regulations shall be

implemented not later than the tenth day after taking disciplinary action involving suspension or placement in an interim alternative education setting.

DISCLAIMER

**This is not an all inclusive representation of the policies adopted by the Local Board of Education. Stuart Public Schools have adopted the Oklahoma State School Boards Policies as their own. If you have any further questions please contact the principal or superintendent.