

Stigler High School 2017-2018

Stigler Public Schools
Stigler, Oklahoma

**This student handbook
is the property of:**

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Period	Subject	Room	Teacher

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OUR TEACHING MISSION

Each day our mission is to provide our students with a positive learning environment. We feel that students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.

Each day our mission to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to health, foster success, and encourage lifelong learning.

INTRODUCTION

We, the administration and faculty of Stigler High School, take this opportunity to say hello and to welcome you as a patron. It is essential to the benefit of our student body that we as teachers and parents cooperate in every possible way. Recognizing that a child may not achieve to their fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his or her very best in every class or activity that they may enter. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend an invitation to all parents to visit the school. We strongly recommend that if any problem or question concerning classes or any school situation arises, visits and discussions are made with a school representative. Let us always keep in mind that we need each other, and our children need us both.

Historically, Stigler has one of the finest schools in the state, and we hope each student will take a deep personal pride in maintaining its present high standards. Stigler High School, accredited by the Oklahoma State Department of Education and the North Central Association of Colleges and Secondary Schools, has a long tradition of excellence both academically and in the field of athletics and extracurricular activities. The Stigler Community, through their support and backing, has provided one of the best and most modern education facilities in eastern Oklahoma. Our high school building is still relatively new. We hope the students will continue to show pride in our facility and do all in their power to take care of it.

The main purpose of school is to provide an opportunity for each student to receive a well-rounded education. Class work is an important phase of this education, and students are encouraged to perform at their highest levels of ability.

Report cards will be issued at the end of each nine weeks period, and progress slips will be sent to parents between each reporting period so that they will be better informed on their student's progress.

THE PHILOSOPHY OF STIGLER HIGH SCHOOL

The philosophy of Stigler High School is to provide the opportunity for the development of the mental, physical, and ethical growth of the individual. As educators, we believe that the function of our school is to provide guidance for the youth in their quest for knowledge and to develop their capacity to assume more and more responsibility for their own education and growth. Also, we wish to provide for the development of desirable attitudes and appreciations and for the mastery of fundamental skills and knowledge.

We feel it is important to assist the individual student in his/her aspirations for achievement, whether they include higher education or becoming a successful individual in our changing democracy. We believe every student can and will learn in the right environment.

Through the community school concept, we also believe in the opportunity for the enrichment of the individual in fulfilling his/her cultural needs. Every school and community facility may be used to provide for and promote recreational, cultural, vocational, or academic endeavors.

STIGLER HIGH SCHOOL GRADUATION PLAN

Effective July 1, 2016

The Stigler Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

Science

Prior to July 1, 2018:

3 units or sets of competencies

1 unit of Biology I *and*

2 units which may include:

Chemistry I

Biology II

Physical Science

Botany

Physics

Chemistry II

Earth Science

Zoology

Physiology

Astronomy

Applied Biology/Chemistry

Applied Physics

Other science courses with content and/or rigor equal to or above Biology I and approved for college admission requirements.

A science, technology, engineering and math (STEM) block course.

For those graduating after July 1, 2018:

3 units or sets of competencies of laboratory science approved for college admission requirements.

1 unit or set of competencies of life science, meeting the standards for Biology I

1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; *and*

1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology 1 or Physical Science and approved for college admission requirements.

Language Arts

4 units or sets of competencies

1 unit of Grammar and Composition and

3 units which may include:

Grammar/American Literature

Grammar/English Literature

Grammar/World Literature

Advanced English Courses

Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ to 1 unit which may include:

World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, United States Government. and Oklahoma History

Mathematics

3 units or sets of competencies

1 unit of Algebra I and

2 units which may include:

Algebra II Geometry 1
Trigonometry Math Analysis or Precalculus
Statistics and/or Probability Calculus

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education.

Other mathematics courses with content and/or rigor equal to or above Algebra I and approved for college admission requirement.

A science, technology, engineering and math (STEM) block course.

Fine Arts

1 unit or set of competencies of fine arts such as music, art, drama, or speech.

Leadership

1 unit of Leadership (Students graduating after July 1, 2018)

Writing

1 unit of Writing

Foreign Language/Computer Technology

2 units of the same foreign language *or*

2 units of computer technology, approved for college admissions 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 classes.

1 Additional Credit

For those graduating prior to July 1, 2018:

1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements. For those graduating after July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements.

Total 23 units and/or sets of competencies.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

(Parents may sign an “opt out” form at the high school office if they wish for their student to opt for the “Core Curriculum” and be exempt from the “College Prep Curriculum”.

Science

Prior to July 1, 2018:

3 units or sets of competencies

1 unit of Biology I *and*

2 units which may include:

Chemistry I	Physics	Biology II
Chemistry II	Physical Science	Earth Science
Botany	Zoology	Physiology
Astronomy	Applied Biology/Chemistry	
Applied Physics	Principles of Technology	
Qualified agricultural education courses		

Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education.

Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education.

Other science courses with content and/or rigor equal to or above Biology I.

A science, technology, engineering and math (STEM) block course.

For those graduating after July 1, 2018

3 units or sets of competencies of laboratory science approved for college admission requirements:

1 unit or set of competencies of life science, meeting the standards for Biology I

1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; *and*

1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

Language Arts

4 units or sets of competencies

1 unit of Grammar and Composition and

3 units which may include

Grammar/American Literature

Grammar/English literature

Grammar/World Literature

Advanced English Courses

Other English courses with content and/or rigor equal to or above grammar and composition

Social Studies

3 units or sets of competencies

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History

½ unit to 1 unit which may Include: World

History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History. United States Government. or Oklahoma History.

Mathematics

3 units or sets of competencies

1 unit of Algebra I *and*

2 units which may include:

Algebra II Geometry 1 Trigonometry

Math Analysis or Precalculus Statistics and/or Probability

Calculus Computer Science I and II

Intermediate Algebra Mathematics of Finance

Mathematics courses may be taught through contextual methodology, whether taught at a (1) comprehensive high school, or (2) technology center school when taught by a certified teacher, and approved by the State Board of Education and the district board of education.

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education.

Other mathematics courses with content and/or rigor equal to or above Algebra I.

A science, technology, engineering and math (STEM) block course.

The Arts and Computer Education

Prior to July 1, 2018:

2 units or sets of competencies of fine arts such as music, art, drama, or speech.

For those graduating after July 1, 2018:

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, 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 classes.

Writing

1 unit of Writing

Total 23 units and/or sets of competencies.

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic

and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

In addition, these students will be administered the ACT and ASVAB tests during their junior year. Parents may sign an "opt-out" form if they do not wish their student to take either of these tests.

REFERENCE:

- 70 O.S. § 11-103.2c
- 70 O.S. § 11-103.6
- 70 O.S. § 1210.199
- 70 O.S. § 1210.508

CREDIT RECOVERY

1. Students who are enrolled in a vocational program through Kiamichi Technology Center may qualify to enroll in a math and /or science recovery course necessary for math/science credit upon availability.
2. Upon availability, junior and senior students who are lacking credit may enroll in Credit Recovery through the High School Office which is offered if funds are available. This is credit that is offered through the High School after regular school hours. Parents may obtain more information about course availability and requirements through the High School Principal's office.

HONOR ROLLS

The Principal's Honor Roll will be published every nine weeks. To be on the honor roll a student must have a 3.0 grade average or better with no grade below a "C" (A-4.0, B-3.0, C-2.0, D-1.0, F-0). Only those grades recorded in the academic section of the permanent records will be averaged.

STATE HONOR SOCIETY

Students who are in the top ten (10) percent academically the first semester of the current year and the second semester of the preceding year are eligible for membership in the State Honor Society.

PRIORITY ACADEMIC STUDENT SKILLS

Every student at every high school shall have the opportunity to acquire all the competencies to matriculate at a comprehensive graduate institution of the Oklahoma State System of High Education without the necessity of enrolling at the university in secondary-level courses. Each student will have the opportunity to attain proficiency in the Priority Academic Student Skills from the following areas.

- (1) 1993-1994 Requirements (11 required units) for college-bound students are:
 - (A) Language Arts (4 units-must include Grammar, Composition and Literature) (i) English I (ii) English II (iii) English III (iv) English IV
 - (B) Mathematics (3 units from the following). (i) Algebra I (ii) Algebra II (iii) Geometry (iv) Trigonometry (v) Math Analysis (vi) Calculus
 - (C) Science-Laboratory (2 units from the following). (i) Biology (ii) Chemistry (iii) Physics (iv) or any lab science certified by the school district with the exception of General Science with or without a lab.
 - (D) Social Studies (2 units – must include American History)
 - (E) College and / or university admission also depends on: (i) Grade point average (ii) ACT score (iii) and other factors.

- (2) Additional Requirements for 1997-98 (15 required units) for college-bound students are:
- (A) 1 unit in Citizenship skills from the subjects of: (i) Economics (ii) geography (iii) Government or (iv) Non-Western Culture
 - (B) 3 units of previously listed or selected from the following: (i) Computer Science (ii) Foreign Language
 - (C) 2 units in Humanities and the Arts from: (i) Band (ii) Music Appreciation (iii) Humanities
- (3) Current Additional requirements for College Bound Students Are:
- (A) 3 units of Science
 - (B) 3 units of Social Studies

CERTIFICATE OF DISTINCTION

The Stigler Board of Education, in compliance with House Bill No. 2728 will issue a CERTIFICATE OF DISTINCTION for those students graduating in the class of 2004-2005 who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale:

1. Earned four units each in English, Mathematics, Social Studies and Science;
2. Earned two additional units in the areas of technology, the Humanities or the Arts;
3. Earned two units in a foreign language; and
4. Achieved a satisfactory score, or its equivalent, on all end of instruction tests as these tests are implemented as required by Section 1210.508 of Title 70 of the Oklahoma statutes.

For purposes of this law, applicable vocational classes offered by comprehensive high school vocational-technical programs will qualify for technology, science and mathematics units and students enrolled in the programs may use one unit of mathematics required by this section and may use one unit of their six concentrated vocational-technical curriculum units for one unit of science required by this section. Advanced placement classes in the subject areas listed in paragraphs 1, 2, 3 of this section may be substituted on a course-by course basis to satisfy the academic units required by a certificate of distinction.

SITE BASED TESTING

All students will take an end semester test in all courses in which they receive a graded credit. This test will be cumulative in nature and not exceed 20% or be less than 10% of their total semester grade.

OKLAHOMA'S PROMISE

Oklahomans want to see deserving students succeed – students who study and work hard, but whose families find it difficult to afford college. If your child dreams of going to college and works to achieve it, then we can help make it a reality!

To make that happen, the Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students (homeschooled students must be age 13, 14, or 15) that will help pay for their college education if their parents' income from taxed and untaxed sources is \$50,000 or less at the time the student applies for the program.* This program is Oklahoma's Promise.

But college isn't easy. So to make sure students get ready for college while they're still in high school, the program requires students to take [certain high school courses](#). They will have to pass those courses and keep up their grades. And besides staying on top of the books, students will also have to show that they're in control outside the classroom. That means staying away from trouble like gangs, drugs and alcohol. In short, the student promises to prepare academically for college and stay out of trouble, and in return, the state of Oklahoma promises to help pay the student's college tuition.

To enroll in the Oklahoma's Promise program, you must be:

- an Oklahoma resident;
- enrolled in the eighth, ninth or 10th grade in an Oklahoma high school (homeschooled students must be age 13, 14 or 15); and
- the child of parents whose income from taxed and untaxed sources is not more than \$50,000 per year.* (Special income provisions apply to certain adopted children and children in the custody of court appointed legal guardians. Contact the Oklahoma's Promise office for more information.)

Applications must be:

- completed during the school year in the student's eighth-, ninth- or 10th-grade year (for homeschooled students, the application must be completed while the student is age 13, 14, or 15) and
- witnessed by the student's parent(s), custodian(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements.

For more information, email okpromise@osrhe.edu, call the Oklahoma State Regents for Higher Education's student information hotline at 800.858.1840 or write to Oklahoma's Promise, Oklahoma State Regents for Higher Education, PO Box 108850, Oklahoma City, OK 73101-8850.

**In addition, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. The second income check becomes effective for students eligible to receive the award in college for the first time in 2012-13 and thereafter.*

PROFICIENCY BASED PROMOTION

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Students must score at the 90% or comparable performance on an assessment or demonstration. Proficiency tests will be given in the last 30 days of each semester. For more information on registration, regulations, and procedures, contact your counselor or principal.

NUMERICAL GRADE/LETTER GRADE EQUIVALENCY

94-100	A	90-93	A-
84-89	B	80-83	B-
74-79	C	70-73	C-
64-69	D	60-63	D-
0-59	F		

VALEDICTORIAN AND SALUTATORIAN

Selection will be based on a seven-semester transcript and maintenance of grades and class standing during the final semester.

In case of a tie on the computer generated GPA, Class Rank will be determined by the number of minus grades that each student has received during the above stated time period. If a tie still exists, students in question will be named Co-Valedictorian, Co-Salutatorian, etc.

Each student must have been a student of Stigler High School for the last three semester, (11th grade – 1st & 2nd semesters, and 12th grade – 1st semester) and be in good standing with the school.

Beginning with the Senior Class of 2008-2009 students will need to complete the following curriculum to be considered of valedictorian or salutatorian.

COURSES: (A) **English: (4 units)** I, II, III, IV. (B) **Science: (3 units)** from Biology I, Biology II, Human Physiology, Chemistry, Physics. (C) **Math: (3 units)** from Algebra B, Geometry, Algebra II, Trigonometry, Calculus. (D) **Social Studies (3 units)** from Government, Oklahoma History, Geography, World History, US History, (E) **(2 units)** Foreign Languages or **(2 units)** Computer Science. (F) Students must complete **6 units** from the courses listed: Junior Honors English, Senior Honors English, Chemistry, Physics, Human Physiology,

Geometry, Algebra II, Trigonometry, Calculus, Forensics, Leadership, or college concurrent course approved by the principal.

REQUIREMENTS FOR OFFICE AIDES

Office Aides must be enrolled in two of the five classes listed below:

1. Honors English IV
2. An upper level science
3. An upper level math
4. Leadership
5. College concurrent course approved by the principal.

ACTIVITIES

ACTIVITY CALENDAR: To minimize conflict, two official calendars are maintained. One calendar is kept by the superintendent and one by the high school principal. All school activities are to be scheduled on these calendars. Sponsors, coaches, teachers, etc., are urged to schedule all activities as early in the year as possible.

CONDUCT AT SCHOOL SPONSORED ACTIVITIES: In order for students and adults to enjoy school sponsored activities, it is necessary for all students to be accompanied by parents or adults who assume responsibility for students' actions while attending school activities. Students are expected to comply with all school policies, rule, and regulations concerning student behavior while attending school sponsored activities. Running up and down bleachers, throwing objects, scuffling or fighting, offensive or obscene language, failure to obey directions from school officials, or general misconduct will not be tolerated. Violations may result in student dismissal from the activity and possible suspension from school or future school activities. Any incident that affects the operation of school will result in appropriate disciplinary action.

HOMECOMING

Football Homecoming Queen and attendants will be selected by football players and coaches. The queen must be a senior and have a cumulative GPA of 2.5 or higher. There must be two attendants from the senior class, one from the junior class, and one from the sophomore class.

Selection of **Basketball Homecoming Queen** and attendants will be conducted by the boys' and girls' basketball players and coaches. The queen must be a senior and have a cumulative GPA of 2.5 or higher. There must be two attendants from the senior class, one from the junior class, and one from the sophomore class. The queen and attendants must be selected from the girls' basketball team.

The Athletic Director and High School Principal may make exceptions as they deem necessary, and a consensus between them has been reached.

The Flower Girl and Crown Bearer must be enrolled in Stigler Public Schools.

LETTER JACKET AND SWEATERS

Students who letter in athletics will be eligible to purchase a letter jacket as a member of the letterman's club. All cost will be incurred by the student-athlete. The confirmation of the letter award must be received from the head coach of that sport before the jacket purchase can be made. Personal award patches will be ordered and paid for by the student-athlete once the award is verified by the head coach.

BAND LETTER JACKET

The Band Booster Club will fund \$25.00 per year for the purchase of a band member's letter jacket following the successful completion of his/her senior year in band.

ATTENDANCE

Regular attendance is a contributing factor to success in school. Students who are absent over 10 days (or classes) in any one semester will receive no credit for that semester. Exceptions to this rule will be subject to a review by an assigned committee made up of teachers. This committee may require a meeting with the parent/guardian and student for those exceeding the limit of absences and make recommendations to the High School Administration concerning possible recommendations for waivers of School Board Attendance Policy. The High School Administration will review these recommendations and, subject to their finding, will submit the results of this review to the Superintendent for the School Board's possible waiver of its attendance policy for those identified students.

ADMIT SLIP

Any student who has been absent from class must secure an admit slip from the principal's office before returning to class. Each teacher will take attendance during each period. First hour teachers will post their absences 9:00. Fifth hour teachers will post absences by 1:10. The High School Office will call all students' residences for students who are absent to establish documentation as to the reason for the absence. This will be done during 1st period. Documentation concerning the reason for the absence must be submitted to the office by the time of your return to school. This documentation will be filed to be used in any subsequent attendance procedure. This procedure should take place between 8:20a.m. and 8:30a.m. Parents should call the day of the absence if possible. However, this phone call will not act as documentation to be used by the Attendance Committee.

KINDS OF ABSENCES

The kind of absence will be determined by the following criteria:

TRUANCY: A student is considered truant when he/she is absent without permission from the administration or his/her parent or guardian is unaware of the absence. Truancy is subject to the discipline schedule found in this handbook.

UNEXCUSED ABSENCES: Unexcused absences will involve disciplinary action at the discretion of the High School Administration. Unexcused absences will be a critical factor in the Attendance Committee's consideration of a student's excessive absences during the hearing process. Work missed during an unexcused absence must be made up, but all work must be finished on a pre-established schedule. This schedule shall be established by the teacher and approved by the administration. This schedule will be identified in the teacher's syllabus. The following are examples but not an exclusive list of unexcused absences regardless of parental permission:

- | | |
|------------------------------|--------------------------------------------------|
| 1. Car trouble | 6. Working |
| 2. Suspension or truancy | 7. Shopping |
| 3. Working on car | 8. Going to barber or hairdresser |
| 4. Failure to get up on time | 9. Personal/family business w/out prior approval |
| 5. Missed bus | 10. Going out of town without prior approval |

EXCUSED ABSENCES: The following absences will be considered excused by the school with proper documentation:

1. Personal or immediate family illness
2. Death or funeral in immediate family
3. Court case involving student
4. Doctor or emergency dental appointment
5. Prior arranged out of town trip with Principal's approval
6. Bona fide enrollment in colleges
7. Religious observance, including required travel (parent must notify school in advance)

TARDIES: A student will be considered absent for any class period in which they are not present 10 minutes or more. Students who are tardy will be referred to the office to sign up for noon detention. If a student's tardies persist the administration may be inclined to take further action rather than noon detention to attempt to change the behavior.

UNRECORDED ABSENCES: The following are examples of absences that will not be recorded by the office:

1. Gifted and Talented activities conducted on campus
2. College visits conducted Stigler High School

3. One day for college visitation for seniors (student must provide documentation upon returning to school). (No college visitation day will be allowed after the beginning of the 4th 9 weeks.)
4. North Central Activities
5. School Assemblies
6. Spirit trophy day
7. Senior Trip
8. Students performing services for the school requested by the Administration

ATTENDANCE POLICY RELATIVE TO STATE LAW

The school district is required by state law to notify the Department of Public Safety of a student’s withdrawal. Withdrawal means no more than 10 consecutive days or parts of days of unexcused absences or 15 days or parts of days total unexcused absences during a single semester. The Board of Education of a public district shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of a student or is made pursuant to lawful excuse.

Records of Attendance of Pupil. It shall be the duty of the principal to keep a full and complete record of the attendance of all children at such school and notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, and it shall be the duty of any parent or guardian of any compulsory age child to notify the school concerning the cause of such absence. If a child is absent without valid excuse four days or parts of days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the country wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes (70-10-106).

CLASS SCHEDULE

First Period.....	8:35-9:25
Second Period.....	9:30-10:15
Third Period.....	10:20-11:05
Fourth Period.....	11:10- Lunch
Lunch.....	(see schedule below)
Fifth Period.....	12:35-1:25
Sixth Period.....	1:30-2:15
Seventh Period.....	2:20-3:06

Students should plan to arrive at school no earlier than 8:20 a.m. The school day begins at 8:30 a.m. and ends at 3:05 p.m.

LUNCH SCHEDULE

JUNIORS/SENIORS	11:53-12:30
SOPHOMORES	11:56-12:30
FRESHMEN	12:08-12:30

*Students enrolled on a 4th hour class that is intended to be a Freshman or Sophomore level class will be expected to remain in class until the appropriate bell for that class as a whole has sounded (Example: All students enrolled in Freshman English during 4th hour will be expected to stay in that classroom until the Freshman bell rings).

Freshmen or sophomore students must be physically checked out by a parent or legal guardian in order to exit campus during the lunch period. Students should not take for granted that they have been “checked out for lunch.” Students who leave campus without proper authorization will be subject to disciplinary action.

STUDENT DISCIPLINE

Student discipline is expected and appreciated by the faculty and administration at Stigler High School. High school students know the difference between right and wrong. They will be treated with respect and held accountable for their actions. If they choose to do something in violation of school policy, rules, regulations, and law, we will take steps to remove the disruptive student so the education of other students is not affected. Students will be given several opportunities to adjust their behavior. However, no student or parent should expect disruptive actions to be tolerated after most forms of discipline have been applied. Students who willfully continue to violate a school policy, rule, or regulation will eventually be removed from attendance at Stigler High School. We hope this situation never occurs, but we stand committed to ensure that students through repeated disruption and violations. The Stigler Board of Education has a discipline action schedule available to all students and parents upon request.

“IN SCHOOL PLACEMENT”: In-School Placement (ISP) is an alternate plan to suspending students from school. In grades nine through 12, students will be kept at school in a structured academic environment instead of sending students home for certain school violations.

The ISP class will be located at the high school or as determined by the building principal. The students will be isolated from the student body by having different break times and different lunch times. Students assigned to ISP will not be allowed to leave campus during their lunch break. They will have assignments from each of their classes and will be expected to work on these assignments

exclusively. These assignments will be completed and graded at the end of their ISP period.

The exact length of ISP assignments will be left to the principal's discretion.

Any violation while in ISP, such as tardiness, unexcused absence, failure to perform assignments, etc., will result in additional ISP days or suspension from school.

SATURDAY SCHOOL: Purpose: 1. Purpose is an alternative to corporal punishment, out of school suspension and other forms of discipline that may lead to loss of instructional time. 2. Modify antisocial behavior. 3. Prevent out of school suspension. 4. Garner support of parents in stressing importance of positive learning behavior. Guidelines: 1. Building principal shall refer students to the school. 2. Time will be three hours starting at 9:00 a.m. and running through 12:00 noon. 3. Length of the assignment will be at the discretion of the principal. 4. Students will be assigned school and community service, such as grounds keeping, cleaning, or other light appropriate chores. 5. Any time missed will be made up by: (a) Tardiness - considered absent. (b) Unexcused absence- Unexcused absence from Saturday School will result in automatic suspension out of school. (c) Excused absence: only for emergency situations or a doctor's appointment. Time will be made up. 6. Teacher/Coordinator will supervise students at all times, determining breaks and monitoring attendance, work habits and attitudes. 7. Failure of a student being sent home. A student sent home will be suspended from school. 8. Violations that result in Saturday school: (a) Truancy (b) Excessive tardiness (c) Repeated disciplinary referrals (d) Vandalism (e) Disrespect to school personnel (f) Others as determined by principal.

NOON DETENTION: Students may be assigned Noon Detention which will begin 5 minutes after student's 4th hour bell or when called out of class until bell rings to return to 5th hour.. Students assigned Noon Detention will have ten minutes to go to the Commons Area to get lunch and bring it back to their designated area for detention.

AFTER-SCHOOL DETENTION: Students may be assigned After-School Detention, which is a one-hour period after school. Students may be asked to perform small tasks around High School as a part of After-School Detention.

OUT OF SCHOOL SUSPENSION: Students may be assigned out of school suspension if an act is deemed extremely serious or violent or if a student repeatedly violates school policies, rules or regulations. A student suspended out of school for more than five consecutive days must be given an "education plan". A district is not required to give an education plan to a student suspended for five days or less. A district is not required to provide an "education plan" when the student is suspended for possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substance

Act. (An education plan is to be “designed for the eventual reintegration of the student into school, which provides only for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required for graduation. Students who are suspended out of school are not allowed on campus or at school activities during the term of the suspension.

By law, suspension can be for any number days not to exceed the rest of the semester and succeeding semester. However, violations involving firearms can result in suspension for one calendar year from the date of the violation. Out of school suspensions are generally regarded as the most severe punishment issued by a school for its most serious violations. **Students suspended out of school from another school for a violent act or an act of showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in public school until the terms of the suspension have been met or the suspension time has expired.**

DISCIPLINARY ACTION SCHEDULE

The following behaviors on school property will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety or others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;

18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including, but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Physical or verbal abuse;
25. Plagiarism;
26. Possession of a caustic substances;
27. Possession of obscene materials;
28. Possession, without prior authorization, of a wireless telecommunication device;
29. Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
30. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute, or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer or illegal chemical substance;
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity;
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
34. Theft;
35. Threatening behavior (whether involving written, verbal or physical actions);
36. Truancy;
37. Use or possession of missing or stolen property if property is reasonable suspected to have been taken from a student, a school employee, or the school;
38. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
39. Vandalism;
40. Violation of the Board or Education policies, rules or regulations or violation of school rules and regulations;
41. Vulgarity;
42. Willful damage to school property; and
43. Willful disobedience of a directive of any school official.

In addition, conduct occurring outside of the normal school days or off school property that has a direct and immediate negative effect on the discipline or

educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Action

- | | |
|--------------------------------|-----------------------------------------------------------------------------|
| 1. Warn Student | 10. Refer to other social agencies |
| 2. Advise Parents | 11. Probationary period |
| 3. Remove from class or group. | 12. Suspension (short term) |
| 4. Parent conference | 13. Suspension (long term) |
| 5. In-School detention | 14. Additional written assignment |
| 6. In-School placement. | 15. Lose driving privilege
(temporary or permanent) |
| 7. Corporal punishment | 16. Other disciplinary action deemed
appropriate under the circumstances |
| 8. Financial restitution | 17. Saturday school |
| 9. Involve law enforcement | |

Infraction

1st-Violation

Level I

- | | |
|-----------------------------------------------------------|----------------------|
| 1. Unexcused tardiness | 1, 6 |
| 2. Disruption of class or assembly | 1, 3, 5, 7, 14 |
| 3. Misconduct outside the classroom | 1, 3, 5, 14, 7 |
| 4. use or possession of tobacco | 1, 2, 4, 5, 6, 7, 14 |
| 5. display of affection (as outlined in student handbook) | 1, 4, 5, 7, 14 |
| 6. Use of profanity | 1, 5, 6, 7, 14 |

Level II

- | | |
|--------------------------------------------------------------------------------------|----------------------|
| 1. Disrespect or failure to obey school personnel or policies, rules, or regulations | 1, 2, 3, 5, 6, 7, 14 |
| 2. Leaving school without permission from principal's office | 1, 2, 5, 11, 14, 17 |
| 3. Truancy | 1, 2, 5, 6, 7, 17 |
| 4. Bus misconduct | 1, 2 |
| 5. Improper driving on school property or in school zone | 1, 15 |

Level III

- | | |
|------------------------------------------------|----------------------------------------|
| 1. Theft | 1, 2, 4, 5, 6, 7, 8, 9, 10, 12, 13, 17 |
| 2. Assault (physical or verbal) | 1, 2, 4, 5, 6, 7, 9, 11, 12, 13, 17 |
| 3. Fighting | 2, 5, 6, 11, 12, 14, 17 |
| 4. Destruction or vandalism of school property | |

2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17

5. Other offenses: Possession of deadly weapons – Offenses involving alcoholic beverages, low-point beer or illegal chemical substances (residual evidence is admissible) – Possession of obscene material – Possession of wireless communication devices or pagers

4, 6, 7, 9, 10, 12, 13, 17

Infraction 2nd Violation

Level I

1. Unexcused tardiness 1, 2, 5, 7, 16
2. Disruption of class or assembly 1, 2, 3, 4, 5, 6, 7, 14, 17
3. Misconduct outside the classroom 1, 2, 3, 4, 5, 6, 7, 14, 17
4. use or possession of tobacco 1, 2, 4, 5, 6, 7, 14, 17
5. display of affection (as outlined in student handbook) 1, 2, 4, 11, 12
6. Use of profanity 1, 2, 4, 5, 6, 7, 14

Level II

1. Disrespect or failure to obey school personnel or policies, rules, or regulations 2, 3, 4, 5, 6, 7, 11, 12, 14, 17
2. Leaving school without permission from principal's office 1, 2, 5, 11, 14, 17
3. Truancy 1, 2, 5, 6, 7, 17
4. Bus misconduct 1, 2
5. Improper driving on school property or in school zone 1, 15

Level III

1. Theft 1, 2, 4, 5, 6, 7, 8, 9, 10, 12, 13, 17
2. Assault (physical or verbal) 1, 2, 4, 5, 6, 7, 9, 11, 12, 13, 17
3. Fighting 2, 5, 6, 11, 12, 14, 17
4. Destruction or vandalism of school property 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17
5. Other offenses: Possession of deadly weapons – Offenses involving alcoholic beverages, low-point beer or illegal chemical substances (residual evidence if admissible) – Possession of obscene material – Possession of wireless communication devices or pagers 4, 6, 7, 9, 10, 12, 13, 17

**Infraction 3rd Violation
And successive violations**

Level I

1. Unexcused tardiness 2, 4, 5, 6, 7, 16, 17
2. Disruption of class or assembly 3, 4, 5, 6, 7, 11, 12, 13, 17

- | | |
|-----------------------------------------------------------|-------------------------------|
| 3. Misconduct outside the classroom | 3, 4, 5, 6, 7, 11, 12, 13, 17 |
| 4. Use or possession of tobacco | 4, 6, 7, 12, 13, 17 |
| 5. Display of affection (as outlined in student handbook) | 4, 6, 7, 11, 12, 13, 17 |
| 6. Use of profanity | 4, 6, 7, 12, 13, 17 |

Level II

- | | |
|--------------------------------------------------------------------------------------|-------------------------------|
| 1. Disrespect or failure to obey school personnel or policies, rules, or regulations | 3, 4, 5, 6, 7, 11, 12, 14, 17 |
| 2. Leaving school without permission from principal's office | 4, 6, 7, 12, 13, 17 |
| 3. Truancy | 4, 6, 7, 12, 13, 17 |
| 4. Bus misconduct | 1, 2, 16 |
| 5. Improper driving on school property or in school zone | 4, 9, 12, 13, 15 |

Level III

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1. Theft | 4, 8, 9, 10, 12, 13, 17 |
| 2. Assault (physical or verbal) | 4, 9, 10, 12, 13, 17 |
| 3. Fighting | 4, 9, 10, 12, 13, 17 |
| 4. Destruction or vandalism of school property | 4, 8, 9, 10, 12, 13, 17 |
| 5. Other offenses: Possession of deadly weapons – Offenses involving alcoholic beverages, low-point beer or illegal chemical substances (residual evidence if admissible) – Possession of obscene material – Possession of wireless communication devices or pagers | 4, 9, 10, 12, 13, 17 |

ENROLLMENT

As required by law, every student must be enrolled in a minimum of seven periods at SHS. Newly arriving or transferring students will enroll through the counselor's office. Any parent or guardian wishing to enroll a student at Stigler High School must show evidence of legal guardianship and residency or receive special permission to enroll from the Principal. Any student entering class must have a schedule, which he/she obtains from the counselor's office. Changes in schedule are allowed within the first week of school after completing the appropriate "change of schedule form." Changes after the first week of each semester must be approved by the teacher of the class being dropped, the teacher of the class being added, and the principal. The teacher accepting the student will be responsible for assigning the student's grade for that semester.

SCHOOL PROCEDURES

ENTERING BUILDING: Students are not to enter the building before school or during the lunch period. Exceptions are if a student needs an admit or needs assistance from a teacher. The requirements for a student to be in a teacher's room before school or during lunch are: (1) the teacher must be present and (2) the student must be in the teacher's room by 8:30 a.m. for assistance before school and by 12:30 p.m. for assistance during lunch.

In case of inclement weather, students may be allowed to congregate in the north hallway while under supervision of a duty teacher. Such instances will be announced over the intercom by the office.

All hats/caps must be removed prior to entering the building.

HALL CONDUCT: It is necessary for all students to be thoughtful and cooperative in the halls. Students should not interfere with student traffic by gathering groups. Students should walk to the right side of the hallways. Noise and confusion in the halls should be kept to a minimum. Shouting, whistling, running, scuffling, etc., are unacceptable in the corridors.

HALL PASSES: No student will be permitted in the halls during class time without a hall pass issued and signed by his/her teacher. The principal will periodically monitor this process to ensure compliance.

LEAVING SCHOOL GROUNDS: Upon arrival at school in the morning and afternoon, students are not to leave school. Leaving school grounds without written permission from the principal's office may result in disciplinary action being taken by the administration. Personal business (haircuts, shopping, etc.) should be conducted before or after school hours.

Freshmen and Sophomores: Upon arrival at school in the morning Freshmen and Sophomores are to remain on campus during the school day (lunch is provided).

No student will be allowed to leave the high school campus on foot during the school day unless authorized by the office. (Students are not to leave campus at noon, walking in the surrounding neighborhoods.)

LIBRARY: Books are checked out for a two-week period. Some reference books may be checked out overnight with the librarian's permission, while other books or reference materials must remain in the library. Library hours are from 8:55 to 3:30 p.m.

LOCKERS: Students will be assigned a locker during enrollment week.

PARKING AND DRIVING REGULATIONS

Students must drive safely and within posted speed limits or lose their driving privileges. Students are not to sit in their cars after arriving at school. Students

violating this guideline will come under the jurisdiction of the Disciplinary Action Schedule. All students should park in the student parking area. Technology and agriculture students are to park their cars in the designated student parking area. Student vehicles parked in areas designated for Shuttle Buses may be towed, and the student will lose his/her driving privileges for a designated period of time.

SCHOOL ASSEMBLIES

During the school year, a variety of assemblies will be presented ranging from educational to strictly entertaining. Students who elect to attend these assemblies will be expected to conduct themselves in a gentlemanly and ladylike manner. Whistling, booing, and yelling are unacceptable. Students are to sit with their class (freshmen, sophomores, juniors, and seniors).

SCHOOL DISMISSALS

If school is to be dismissed for bad weather, announcements will be given by KTUL Channel 8 and KISR radio station. The early morning news of these radio stations will report if school has been dismissed. If at all possible, avoid calling the school or school personnel at their homes.

STUDENTS MESSAGES

The school telephone is a business phone. Avoid personal calls. Students will not be called from class unless an emergency situation exists. Please cooperate with us on this matter.

VISITORS

Student visitors will not be permitted. Parents wishing to visit classrooms should contact the principal's office in advance.

BALLOONS

No balloons may be delivered to school.

SCHOOL SERVICES

COUNSELING: Stigler High has one counselor. It is hoped that every student will take advantage of the service that the counselor offers. For any question or problem a student may encounter, the counselor will always be available. The high school counselor's office is located in the central complex in the high school building.

FACULTY AUTHORITY

Students must remember that any and all school personnel of this school system have authority over the student body. This applies during the school day on school vehicles and at all school sponsored events at home and away. Faculty personnel are to be addressed with respect at all times.

EMPLOYEE HARASSMENT POLICY

State and federal law specifically prohibits harassment of employees in connection with their employment by the Stigler Public School District by students enrolled at Stigler High School. An employee is any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full time or part-time basis and including Board Members and school volunteers. Harassment is defined as any negative or intimidating act, which is seen as intending to influence the actions of the employee in a manner that is not of that employee's choosing. To meet this definition, this act may be directed towards either the person of the employer his/her property. Students who have been shown to have committed such acts will be subject to Stigler Public Schools' Disciplinary Policy.

TEXTBOOKS

The school will furnish all textbooks. The student is responsible for the care of the textbooks in his/her care. In the event a textbook is lost or unnecessarily defaced, the student to whom the book is checked out is responsible for the replacement cost of the book.

TRANSPORTATION

Free transportation in district-owned buses is furnished to students who reside one and one-half miles or farther from school. All buses operated by Stigler Schools meet the requirements of the State Board of Education and operate in compliance with its regulations.

All students are urged to regard the bus as a classroom as far as conduct is concerned. The bus driver of each bus is a school official and has the same authority as a classroom teacher once the student is in his/her care. After a student gets on the bus, he/she is under the supervision of the driver and is expected to help maintain discipline. The driver is expected to look after the welfare of all students in his/her care.

The driver may recommend to the principal that a student be removed from the bus if the student persists in disobeying regulations. A full report of each discipline problem will be made to the principal concerned.

A School Bus Incident Report will be issued to students violating bus-riding rules. A student issued such a report must return a copy bearing his/her parent's signature before the student will be allowed to again ride the bus. Severe violations may result in suspension from the bus OR measures determined by the principal.

STUDENT CODES

WIRELESS COMMUNICATION DEVICES: Students need to leave any wireless communication devices in their vehicle unless authorized by the principal. Students who do not drive will need to keep wireless communication devices turned off and in their locker from the time that school begins until the school day has ended. (It is suggested that students who place valuable items in their lockers keep them locked. Purchasing a lock is the responsibility of the student). Possession or use of a wireless communication device inside the high school or any other building on campus where classes are being held is prohibited. Students in violation will have the device taken away and returned when disciplinary action has been assigned by administration and completed by the student.

DISPLAYS OF AFFECTION: Displays of student affection such as holding hands, kissing or hugging will not be permitted at school. School is not the proper place for this type of conduct.

STANDARDS OF DRESS: The purpose of the dress code is to maintain a well-kept and neat appearance of our student-body, conducive to an educational environment.

Students are expected to dress in a manner that is proper to the business setting of the school or school-sponsored activities. **Students should refrain from wearing any clothing, accessory, make-up, hair style or arrangement, or decoration worn or displayed on the body that is likely to cause a substantial and material disruption of school operations. Final decision will be at the discretion of the administration.**

The following are expressly not permitted:

- 1. Tube tops, mesh shirts, see-through tops, bare midriff blouses, (shirt/blouse/top must be tucked in or be a maximum of two inches below waist of pants/skirt). Muscle shirts, tank tops, halter tops, spaghetti-strap tops, bareback, tips, chest or cleavage showing or skin tight tops.**
- 2. Students may not wear clothing or accessories that display symbols, pictures, lettering, or numbering that is profane, vulgar, repulsive or obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, illegal chemical substances, drug related items, drug paraphernalia or other items or activities that are**

- illegal for the general population or for minors. Any clothing that would constitute a form of a “hostile” environment within the context of sexual harassment will not be allowed.**
3. **All garments such as shorts, skorts, culottes, or Capri pants may be worn, but must be at or below the knee when standing.**
 4. **Skirts and dresses are to be no higher than two inches above the knee. Appropriate length can be determined at home by using the width of a dollar bill and measuring from the top of the kneecap. Slits of more than one inch will not be allowed. No see-through or mesh garments.**
 5. **Gymnastic type lycra or spandex shorts/pants or other form fitting clothing is not allowed.**
 6. **Caps, hats, or other headgear may not be worn in the building by members of either gender.**
 7. **School uniforms are allowed on designated activity days only.**
 8. **Tattoos must be completely covered at all times by regular clothing.**
 9. **Earrings are permitted in girls’ ears only. Tongue rings, eyebrow rings, and other body piercings are not allowed.**
 10. **No pajamas or house shoes.**
 11. **Pants or jeans are to have no holes higher than two inches above the knee.**
 12. **Leggings may be worn with a shirt or blouse that is mid-thigh length.**

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

Students must wear shoes at all times. (No cleats)

Any student who wears a garment to school that does not meet these requirements will be sent home to change or confined to an isolated area and counted absent until proper clothing is obtained.

Students should remember that the code promotes neatness, cleanliness, and general good grooming and discourages indecency, poor taste, and extremes in grooming and dress. Following these guidelines will eliminate the necessity of correcting students for dressing inappropriately.

FIGHTING: Fighting cannot be tolerated. The penalty for fighting while under school jurisdiction will result in suspension from school. The determination of the penalty is left to the discretion of the principal.

FOODS AND BEVERAGES: Food and drinks are not to be brought into the classroom. Carbonated beverages, bottles, or cups of any kind may not be brought into the lunchroom.

ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled during the last semester he/she attended 15 or more days. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Teachers shall base their identification of an ineligible student on his/her cumulative grade for that semester. The period of probation or ineligibility will always begin the Monday following the day eligibility is checked. A student must be passing in all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes the next week on the grade check day, he/she will be ineligible to participate the next one-week period. The ineligibility period will begin on Monday and end on Sunday.

RULES FOR STUDENTS CONCERNING ILLEGAL CHEMICAL SUBSTANCES, ALCOHOL, AND TOBACCO

ILLEGAL CHEMICAL SUBSTANCES, ALCOHOL, AND TOBACCO

Use or possession of illegal chemical substances, alcohol, and tobacco is wrong and harmful.

Students are prohibited from possessing, using, manufacturing, distributing, selling, purchasing, conspiring to sell, distribute, or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer (as defined by law, i.e., 3.2 beer) illegal chemical substances or any substances represented to be an alcoholic beverage, low-point beer, or illegal chemical substance regardless of its actual content at school, while in school vehicles, or at any school-sponsored event.

The term "illegal chemical substances" includes, but is not limited to (a) all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous

Substances Act; (b) all illicit drugs, such as prescription drugs obtained without authorization and prescription drugs and over the counter drugs being used for an abusive purpose (when they are not in compliance with the prescription or directions for use and/or are not being used to treat a current health condition of the student); (c) mood-altering substance such as paint, glue, aerosol sprays and similar substances and (d) mate coca (also known as mate d co and Eritrilecea coca, whether ingested in the form or coca tea or otherwise, and which can produce a positive result for cocaine in a drug use test.

Students are prohibited from possessing or using tobacco products or e-cigarettes while on school property, while in school vehicles, or at any school-sponsored event.

Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. Student violation of this rule that also constitutes illegal conduct will be reported to law enforcement authorities.

NECESSARY MEDICATIONS

A. Students may not retain possession of and self-administer any medications at school except as permitted by the School District's Policy on the Administration of Medicine to Students.

B. Students who have a legitimate health need for the over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

C. Violations of this rule will be reported to the student's parents by the principal and may result in discipline, which can include out-of-school suspension.

DISTRIBUTION OF INFORMATION

A. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the building principal.

B. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

SNOWBALLS

During the winter months the snowball problem arises with injuries occasionally resulting. Therefore, snowball throwing on school property is prohibited.

TOBACCO

Students may not use or possess tobacco of any form.

State Law:

Section 1. Title 21, Section 1241 of the Oklahoma Statutes states:

Section 1241: Any person who shall furnish to any minor by gift, sale, or otherwise any CIGARETTES (or) CIGARETTE PAPERS, CIGARS, SNUFF, CHEWING TOBACCO, OR ANY OTHER FORM OF TOBACCO PRODUCT shall be guilty of a misdemeanor and upon conviction thereof shall be sentenced to pay a fine or not less than \$25.00 nor more than \$200.00 and be confined in the county jail not less than 10 days nor more than 90 days for each offense.

Section 2. Amendatory 21 O.S. 1981, Section 1242, states:

Any minor being in possession of CIGARETTES, (or) CIGARETTE PAPERS, CIGARS, SNUFF, CHEWING TOBACCO, OR ANY OTHER FORM OF TOBACCO PRODUCT and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such CIGARETTES, (or) CIGARETTE PAPERS, CIGARS, SNUFF, CHEWING TOBACCO, OR ANY OTHER FORM OF TOBACCO PRODUCT were obtained, who shall refuse to furnish such information shall be guilty of a misdemeanor and upon conviction thereof before the district court, or any judge of the district court, such minor being of the age of 16 years or upwards shall be sentenced to pay a fine not exceeding \$5.00 or to undergo an imprisonment in the jail of the proper county not exceeding five days, or both.

If such minor shall be under the age of 16 years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper.

PUPIL SEARCHES

State law allows school officials to have access to school lockers, desks and other school property in order to properly supervise the welfare of students. Although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. School lockers, desks, and other areas of the school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. School administrators are authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school policies, rules, or regulations or for property believed to have been stolen from another student, an employee, or the school.

JUNIOR-SENIOR PROM

The Junior-Senior Prom is hosted by the Junior Class. Only Stigler High School juniors and seniors are eligible to attend. All school policies, rules, and regulations are in effect at this event. Rules regarding dress code for the prom will be mailed prior to the end of the first semester each year. Parents/students may contact designated junior sponsor with questions as to whether specific attire will be appropriate.

CONCURRENT ENROLLMENT

The concurrent enrollment program provides an opportunity for interested juniors and seniors to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows juniors and seniors enrolled in an accredited Oklahoma high school to be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students provided they meet certain requirements.

Requirements for Stigler juniors and seniors to participate in concurrent enrollment include the following:

1. Other than high school graduation, students must meet the published criteria for admission to the selected college or university.
2. Students enrolled in two college courses must attend Stigler High School for **four** consecutive class periods.
3. Students enrolled in one college course must attend Stigler High School for **five** consecutive class periods.

Parents/guardian may opt to have concurrent college credit added to their son/daughter's high school transcript. One credit will be given on the student's high school transcript for each college course completed and the corresponding grade will be recorded also for credit and GPA purposes.

The Parent/guardian must fill out and sign the appropriate documentation in order for a concurrent course to be added to the student's high school transcript. Documentation can be filled out when the parent has obtained documentation from the institution of higher learning showing course completion and corresponding grade for the course. The concurrent class will be added to the student's transcript effective on the day that documentation is signed by the parent and will not affect any award, scholarship, or other computations prior to that date. Once a concurrent course grade is added to the high school transcript, it cannot be removed at a later date.

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

For further information or for a copy of the District's Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints, contact:

Stigler Public Schools
Superintendent's Office
309 NW "E" Street
Stigler, OK 74462

GRADUATION PROCEDURES

Only students who have fulfilled the credit requirement as stated in the "College Preparatory Curriculum" or the "Core Curriculum" as stated within the student handbook will be eligible to participate in SHS graduation ceremonies and receive a diploma from Stigler High School. All participants must agree to abide by the traditional graduation procedure as follows:

Girls: Dresses with dress shoes

Boys: Dress shirt with tie, dress slacks, and dress shoes or dress boots.

All participants must agree to refrain from adding other adornments, awards not issued by Stigler High School, signs, or improper clothing and will follow specific directions given by sponsors regarding marching procedures and the ceremonial program.

The intent of this policy is to provide formality, class, and order to the graduation ceremony while keeping the tradition of dress and cooperation received by Stigler High graduates ongoing.

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

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school Principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

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

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

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

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

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

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

Part IV. Parents Right to Know

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

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

- 1.) Whether or not the teacher has met the certification requirement of the state;
- 2.) Whether or not the teacher is teaching under an emergency or other provisional status;
- 3.) The bachelor's degree manor of the teacher and other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree; and
- 4.) Whether or not he child received service from a paraprofessional, and if so, his or her qualifications.

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

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

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

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

Receive notice and an opportunity to opt a student out of-

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

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

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

*Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

*Administration of any protected information survey not funded in whole in part by ED.

*Any nonemergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number is (202) 732-2058

SCHOOL INSURANCE

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activity. An accident insurance program is offered for your convenience. The

Insurance Company compensates neither the school nor any school official. We have selected an Insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an “eligible student.”

A complete copy of the Stigler School District policy may be viewed in the Superintendent’s office.

PUBLIC NOTICE

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

- to locate and identify unserved handicapped children with disabilities, ages three through twenty-one who live in the Stigler School District.

- to increase the general population’s awareness of public school services for school age children.

- Stigler Public Schools is responsible to inform parents of their rights under the Family Educational Rights and Privacy Act (FERPA) of 1974 and IDEA regarding personally identifiable information, which is maintained in the child identification process

and

- to work with the Oklahoma State Department of Education is assessing the need for future programs and in planning programs which will provide for a free and appropriate education for all handicapped children with disabilities.

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

ASBESTOS POLICY

The Asbestos Hazard Emergency Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. An appointment may be made to view this plan at the High School or Superintendent’s office. Any information regarding any asbestos-related activities, planned or in progress, will be disseminated through notes sent home with students.

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

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

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

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

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all cause of action, damages or other liability resulting from the willful or negligent violation of this policy.

THE SCHOOL BULLYING PREVENTION ACT

(Okla. Stat. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Bullying Prevention Act* to prohibit peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.

The Board of Education has also adopted a policy prohibiting harassment, intimidation, and bullying that defines and explains this conduct and the School District's response to the requirement of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should report acts of intimidation, harassment or bullying toward them or other students to school personnel.

Parents should:

1. Encourage their children to report incidents when they occur by notifying school personnel;
2. Take advantage of opportunities to talk to their children about bullying.
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

DANGEROUS WEAPONS

The Board of Education prohibits possession by any student of a dangerous weapon or a replica or facsimile of a dangerous weapon on school property, at school-sponsored activities and on school vehicles. This includes, but is not limited to any pistol, revolver, dagger, bowie knife, spring-type knife, sword cane, knife with a blade which opens automatically by hand pressure applied to a button,

spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or glass container. Students with firearms will be suspended out of school for one calendar year, and students in possession of other types of dangerous weapons, replicas or facsimiles or dangerous weapons will also be subject to out-of-school suspension.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA) requires that the Stigler Public Schools, with certain exceptions, obtain the written consent of the parent or eligible student prior to the disclosure of personally identifiable information from a child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from a child's education records in certain school publications. Examples include:

- *a playbill, showing your student's role in a drama production;
- *The annual yearbook;
- *Honor roll or other recognition lists;
- *Graduation programs; and
- *Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three direct information categories- names, addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- *The student's name;
- *The names of the student's parents;
- *The student's address;
- *The student's telephone listing;
- *The student's electronic mail address;
- * The student's date and place of birth;
- *The student's date and place of birth;

- *The student's dates of attendance;
- *The student's grade level (i.e., first grade, tenth grade, etc);
- *The student's participation in officially recognized activities and sports;
- * The student's degrees, honors and awards received;
- *The student's weight and height, if a member of an athletic team;
- *The student's photograph; and
- *The most recent educational agency or institution attended.

Within the first three weeks of each school year, the School District will provide to parents and eligible students via the student handbook the above list of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the superintendent of schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

HARASSMENT

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

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

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know

will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

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

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

The Superintendent shall develop procedures providing for:

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

SEXUAL HARASSMENT

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

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

Reporting Sexual Harassment

Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those

incidents to his or her principal, counselor or teacher, or to a board member, the superintendent or one of the School District's compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then the student or his or her parents may contact the superintendent, principal or any board member at home.

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

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

For Further Information

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

DISABILITY HARASSMENT

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

The following are examples of disability harassment:

1. Several students continually remarking out loud or to other students during the class that a student with dyslexia is retarded or deaf and dumb and does not belong in the class; as a result, the harassed student has difficulty doing work in class and his/her grades decline.
2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.

3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his/her disability, with the result that the student tries to avoid school through increased absences.
4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.
5. A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that he/she has great difficulty performing in class and learning.
6. Students continually taunt or belittle a student with a mental retardation by mocking and intimidating him/her so that he/she does not participate in class.

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

STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

Pursuant to 70 O.S. 1-116.3, the Board of Education of the Stigler School District permits students to self-administer inhaled asthma medication in accordance with the following conditions and guidelines:

Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label;
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.

2. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication. Such written permission shall include the following:
 - a. Permission statement authorizing the student to self-administer inhaled asthma medication.
 - b. A written statement from the student's physician stating that the student has asthma and is capable of, and has been instructed in the proper method of self-administration of the medication.
 - c. Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication and acknowledgement that the district has provided this information in writing to the parent or legal guardian.

3. Prior to the District granting permission for the student to self-administer inhaled asthma medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, *Dispensing Medications*. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler at all times.

NOTE TO PARENTS

The Title I, No Child Left Behind report card can be viewed at the Principal's office and at Stigler Schools Website, www.stigler.k12.ok.us

Activity Student Drug Testing Policy

Although the Board of Education, administration, and staff desire that every student in the Stigler Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain extracurricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and

complements all others policies, rules, and regulations of the Stigler Public School District regarding possession or use of illegal drugs.

Extra-curricular activity students will be given opportunity before the beginning of each school year to participate in mandatory initial drug testing. Initial testing will be scheduled during the summer months with at least two dates available for students to select the date that best fits with their schedule. Each month during the school year the contracted drug testing company will be present to administer random testing for a percentage of the extra-curricular population. Extra-curricular activity students may also be selected if a school official has "reasonable suspicion" of illegal or performance-enhancing drug use by that particular student.

Parent/students may at any time attain a copy of the complete "Activity Student Drug Testing Policy" at the high school office upon request. This document contains a complete explanation of purpose, procedures, and consequences as stated in policy.

School Calendar

First Day of Classes	August 10
Labor Day Holiday	September 4
Parent/Teacher Conference	September 21
Teacher Professional Day	September 22
First Nine Weeks Ends	October 6
Fall Break	October 19-20
Thanksgiving Holidays	November 20-24
Winter Break	Dec. 25- Jan. 5
Teacher Professional Day	December 21
Second Nine Weeks Ends	December 22
President's Day	February 19
Third Nine Weeks Ends	March 9
Spring Break	March 19-23
Baccalaureate	May 13
Graduation	May 15
Teacher Professional Day	May 18
Fourth Nine Weeks Ends	May 21
Parent Teacher Conference	May 21

SHS VARSITY FOOTBALL

August 18	Scrimmage - Keys	AWAY TBA
August 25	Westville	HOME 7:30
September 1	Hartshorne	AWAY 7:30
September 8	Sallisaw	HOME 7:00
September 15	Spiro	HOME 7:00
September 22	Haskell	AWAY 7:00
September 29	Roland	HOME 7:00
October 6	Idabel	AWAY 7:00
October 13	Eufaula	AWAY 7:00
October 20	Bye week	
October 27	Heavener	AWAY 7:00
November 3	Muldrow	HOME 7:00

**STIGLER JUNIOR HIGH
FOOTBALL SCHEDULE**

September 5	Roland 7th^h-8th - 9th	HOME 5:30
September 12	Eufaula 7th - 8th - 9th	AWAY 5:30
September 19	Hartshorne 7th - 8th - 9th	AWAY 5:30
September 26	Spiro 7th - 8th - JV	HOME 5:30
October 3	Checotah 7th - 8th - 9th	AWAY 5:30
October 12	Sallisaw 7th - 8th - 9th	AWAY 5:30
October 17	Muldrow 7th - 8th - JV	HOME 5:30
October 24	Vian 7th - 8th - 9th	HOME 5:30

SHS VARSITY BASKETBALL

Nov. 28	Pocola	HOME 6:30
Dec. 5	Henryetta	AWAY 6:30
Dec. 7	Talihina	HOME 6:30
Dec. 14-16	Wilburton Tournament	AWAY TBA
Jan. 1-6	Sequoyah Co. Tournament	AWAY TBA
Jan. 9	Hartshorne	AWAY 6:30
Jan. 12	Heavener	HOME 6:30
Jan. 15	Sallisaw	AWAY 6:30
Jan. 18-20	Checotah Tournament	AWAY TBA
Jan. 23	Talihina	AWAY 6:30
Jan. 26	Wilburton	AWAY 6:30
Jan. 30	Hartshorne	HOME 6:30
Feb. 1	Henryetta	HOME 6:30
Feb. 2	Pocola	AWAY 6:30
Feb. 6	Wilburton	HOME 6:30
Feb. 9	Heavener	AWAY 6:30
Feb. 12	Sallisaw	HOME 6:30
Feb. 16-17	Districts	TBA

STIGLER JUNIOR HIGH BASKETBALL SCHEDULE

DATE	OPPONENT	GRADE	BOYS	GIRLS	TIME
Nov. 6-9	Ft Gibson Tourn.	9th	Away	Away	TBA
Nov. 6-11	Checotah Tourn.	8th	Away	Away	TBA
Nov. 13-17	Quinton Tourn.	7th	Away	Away	TBA
Nov. 13	Pocola	6,8,9	Away	Home	4:30
Nov. 14	Checotah	6,8,9	Home	Away	4:30
Nov. 30	Hartshorne	7,8,JV	Home	Away	5:00
Dec. 4	Pocola	6-9	Home	Away	4:30
Dec. 11	Eufaula	6-9	Away	Home	4:30
Dec. 19	Heavener	7-9	Home	Away	5:00
Jan. 8	Checotah	6-9	Away	Home	4:30
Jan. 11	Eufaula	6-9	Home	Away	4:30
Jan. 16	Warner	6-9	Away	Home	4:30
Jan. 22	Wilburton	7-9	Home	Away	5:00
Jan. 29	Sallisaw	6-9	Away	Home	4:30
Feb. 5	Heavener	7-9	Away	Home	5:00
Feb. 8	Wilburton	7-9	Away	Home	5:00

Stigler HS Fastpitch Softball Schedule

Date	Time	Opponent	Location
Aug. 7	4:30	Hartshorne	Home
Aug. 8	4:00	Pocola/Keota	Keota
Aug. 10-12	TBA	Pocola Tourn.	Pocola
Aug. 14	4:00	Roland	Home
Aug. 15	4:30	Porum	Away
Aug. 17	4:30	Heavener	Home
Aug. 18	4:30	Talihina	Home
Aug. 21	5:00	Spiro	Away
Aug. 22	4:30	Panama	Home
Aug. 24	4:30	Quinton	Home
Aug. 28	4:30	Warner	Away
Aug. 29	4:30	Wilburton	Away
Aug. 31-1	TBA	Eufaula Tourney	Away
Sept. 5	4:30	Roland	Away
Sept. 7	4:30	Keota	Home
Sept. 11	5:00	Sallisaw Central	Home
Sept. 12	4:30	Porum	Home
Sept. 18	4:30	Warner	Home

Stigler JH Softball

Date	Time	Opponent	Location
Aug. 7	4:30	Hartshorne	Away
Aug. 15	4:30	Porum	Away
Aug. 17	4:30	Heavener	Away
Aug. 18	4:30	Eufaula	Away
Aug. 19	TBA	Vian Festival	Away
Aug. 21-24	TBA	Panama Tournament	Away
Aug. 28	4:30	Spiro	Home
Aug. 31	4:30	Eufaula	Home
Sept. 7	4:30	Keota	Home