

Stigler Middle School

2018-2019

Stigler Public Schools
Stigler, Oklahoma

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

Name

Grade

Address

Period	Subject	Room	Teacher

Table of Contents

Academic Boosters Club Purpose.....	19
Academic Information & Requirements.....	17
Administration.....	3
Admit Slips.....	5
Asbestos.....	36
Athletic Schedules.....	37-41
Attendance.....	5
Bad Weather.....	7
Bikes.....	23
Books.....	11
Building & Grounds.....	10
Cheerleading Requirements.....	10
Class Schedule.....	18
Closed Campus.....	8
Computer Code of Conduct.....	36-37
Concurrent Enrollment.....	9
Counselor.....	9
Discipline.....	23
Display of Affection.....	23
Drug-Free School.....	23-24
Eligibility.....	29
Enrollment.....	18
Equal Opportunity.....	29
Exclusion from School due to Certain Conditions.....	12
Exemptions.....	6
Extracurricular Activity Policy.....	6
Faculty Authority.....	28
Fire & Tornado Drills.....	16
Food & Beverages.....	23
Grading Scale.....	19
Hall conduct.....	23
Harassment.....	29
Honor Rolls.....	18
In-School Placement.....	27
Internal Review Committee.....	7
Introduction.....	4
Kinds of Absences.....	5-6
Lockers.....	8
Lost & Found.....	9

Make-up Work.....	7
Note to Parents.....	45
Notice of change in Immunization Requirements.....	12
Notification of Rights under FERPA.....	33
Organizations.....	8
Perfect Attendance.....	5
Playground.....	10
PPRA Notice & consent/Opt-Out for Specific Activities.....	35
Proficiency Based Promotion.....	9
Promptness.....	7
Public Notice.....	35
Pupil Searches.....	18
Saturday School.....	27
School Behavior.....	20-28
School Calendar.....	38
School Health & Nursing Services.....	11-16
School Insurance.....	9
Special Days.....	28
Standard of Dress.....	20
Stigler Board of Education.....	3
Student conduct at School Sponsored Activities.....	28
Student Senate.....	10
Student Services.....	8
Student Visitors.....	8
Supply Lists.....	42-43
Tardiness.....	7
Telephone.....	8
Tobacco.....	28
Transportation.....	10
Truancy.....	7

STIGLER SCHOOL BOARD

President.....	Scott Shores
Vice President.....	Susan White
Deputy Clerk.....	Kenneth Whitson
Clerk.....	David Huggins
Member.....	John Turrentine

ADMINISTRATION

Superintendent.....	Monty Guthrie
High School Principal.....	David Morgan
Middle School Principal.....	Tony Gilmore
Elementary School Principal.....	Lana Mayhall

INTRODUCTION

TO THE PARENT:

We, the administration and faculty of Stigler Middle School, take this opportunity to say hello and welcome you as a patron. It is essential to the benefit of each student that we, as teachers and parents, cooperate in every possible way. Recognizing that a child may not achieve to his or her fullest potential 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 he or she may attempt. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend the invitation to all parents to visit the school. We strongly recommend that if any problem or question concerning classes or any school situation arises, parents, please do not hesitate to schedule a conference with a school representative through the middle school office. Let us always keep in mind that we need 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. The Stigler community, through their support and backing, has provided one of the best and most modern facilities in eastern Oklahoma. We hope the students and parents will continue to show pride in our facility and do all in their power to take care of it.

The Stigler Middle School faculty and administrators challenge you to become active in your child's education. Let's make this year the most productive and rewarding year yet!

Mission of Stigler Middle School

To provide opportunities and encouragement for academic excellence, social interaction, emotional well-being, and physical development utilizing teaching strategies based on specific characteristics of the transitional needs of the middle school student.

Philosophy of Stigler Middle School

The philosophy of Stigler Middle School is to provide the opportunity for the development of 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 his or her quest for knowledge and to develop his or her capacity to assume more responsibility for his or her own education and growth. Also, we wish to provide for the development of desirable attitudes and appreciation for the mastery fundamental skills and knowledge.

We feel it is important to assist the individual student in his or her aspirations for achievement, whether they include higher education or becoming a successful individual in our changing democracy.

TO THE STUDENT

The policies, rules, regulations and procedures contained in this handbook have been developed to insure both the effectiveness of your school and your welfare as students. The information has been prepared and presented so that it will be of benefit in helping you adjust to your school and in becoming an integral part of it.

Our school welcomes you to its ranks. We hope that you will always be conscious of its traditions and high standards.

ATTENDANCE

Regular attendance is a contributing factor to success in school. Students who are absent over 20% of the days (or classes) in any one nine weeks period will not earn credit for that nine weeks.

When a student is absent from school for any reason, the student's parent or guardian is asked to phone the principal's office, 967-2521, as early in the day as possible. If a phone call is not possible, the student should bring a note from a parent or guardian stating the specific reason for the absence and the date thereof. A note or a phone call must be received by the office. Parents will be contacted whenever unexplained absences occur.

PERFECT ATTENDANCE

To receive a perfect attendance award, a student must not be absent more than 1/3 (2 hrs.) of one school day.

ADMIT SLIPS

Any student who has been absent from class must secure an admit slip from the Principal's office before returning to class. This procedure should be done between the time of 8:20 a.m. and 8:35 a.m.

KINDS OF ABSENCES

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

1. Excused absence:
 - a. Personal or immediate family illness
 - b. Death or funeral in immediate family
 - c. Court case involving student
 - d. Doctor or emergency dental appointment
 - e. Out of town trip considered necessary by the parent if prior arrangement

for assignments has been made through the principal's office.

2. Unexcused absence:
 - a. Truancy or suspension
 - b. Leaving school without permission
 - c. Student absence not cleared by parent
 - d. Any reason not listed as excusable
3. Unrecorded absence: An official absence requested and sanctioned by the principal (such as field trips and athletic events) will not be recorded in the teacher's grade book.
4. Activity – class absence: See the Statement of Policy below.

Students are responsible to make up work missed, whether the absence is excused or unexcused, with approximately the same number of days to make up the work as they were absent.

EXTRA CURRICULAR ACTIVITY POLICY

DEFINITION: This policy governs those student absences incurred from participation in extracurricular activities sponsored or co-sponsored by the school.

STATEMENT OF POLICY: A student is allowed to miss a class 10 times during a school year for participation in school activities. All activity absences shall count except those absences for participation in activities at the state or national level for which a student has earned the right to participate through interscholastic competition.

Any student maintaining a minimum grade point of 2.0 and passing all classes may request deviation from this policy. Such request for deviation from this policy shall be submitted in writing to the internal review committee. The ruling of the review committee may be appealed to the Stigler Board of Education.

Any student who violates this policy shall be subject to the absentee policy of Stigler Schools.

EXEMPTIONS:

The following activities shall not count against the 10 absence limit:

Gifted and Talented activities conducted on campus

College visits conducted at Stigler High School

One day for college visitation for seniors (students, upon return to school, must provide documentation as required by principal)

North Central Activities

School assemblies

Senior trip & Spirit Trophy Day

INTERNAL REVIEW COMMITTEE

The committee shall be comprised of four high school teachers/administrators, two junior high/middle school teachers/administrators, and one teacher/administrator from the elementary school.

MAKE-UP WORK

Students are responsible to make up work missed in class whether the absence is excused or unexcused.

PROMPTNESS

Students are expected to be in their rooms and in their seats when the second bell rings. They have five minutes between classes to use the restrooms, drinking fountains, and to change classes.

TARDINESS

An important factor for training for any job is being on time. Five minutes are allowed for change of classes. We feel that under normal conditions, this is enough time for students to go from one class to another. On rare occasions where reporting to class late is essential, prior permission should be obtained from the student's next hour teacher. Unexcused tardies will result in detention, Saturday school, or further disciplinary action.

TRUANCY

A student is considered truant when he/she leaves school without permission of the principal or if he/she is absent from school without the knowledge and consent of his/her parent or guardian. Skipping a class is also considered truancy. The student will be given an unexcused absence and assigned to our in-school placement program. Continued truancy will result in suspension from school or Saturday school.

BAD WEATHER

During bad weather such as rain, snow, or extreme cold, grades 6, 7, and 8 will be expected to occupy rooms 1, 2, 3,4,5,6 and 8 of the middle school building. Fifth grade will report to homeroom.

Because of the danger of serious injury during snowy weather, throwing snowballs is absolutely forbidden at school.

If school is to be dismissed for bad weather, an announcement will be given by KTUL, Channel 8, Cable Channel 26, KJRH Channel 2, KOTV Channel 6, KF5M Channel 5, KISR 93 FM Radio, KAYI-FM 106.9, and KMMY-FM 97.

Listen to the early morning news on your radio or television to see if school has been dismissed. If at all possible, you should avoid calling the school or school personnel at their homes.

STUDENT VISITORS

There are to be no student visitors in our classrooms. Parents wishing to visit classes should contact the principal's office in advance.

CLOSED CAMPUS

We operate a closed campus policy. Student's must stay on the school grounds from the time they arrive, even if first period has not yet started, until dismissed or until they are picked up by the bus.

STUDENT SERVICES

LOCKERS: Lockers will be provided for all students. Students must furnish their own locks if they desire one. For purpose of safety and general appearance, students are asked to keep their lockers neat and orderly and their locker doors closed. Any transfer from the lockers assigned to you must be cleared through the office. The school cannot be responsible for anything lost or taken from you locker.

TELEPHONE: The office telephone is available for students who have a necessary and justifiable reason for making a call. These should be kept to a minimum since it is a business phone and is in almost constant use. Students will be called from their classes to answer the phone only in a case of necessity. Students are not to use the phone during class time.

BUILDING AND GROUNDS: The building and grounds have been put into as good condition as possible during the summer. It is hoped that you will do your part to keep it in comparable condition during the school year. Waste containers are conveniently placed in all rooms and on the school grounds. Please throw all refuse in the containers. Help keep your school clean and attractive. It is hoped that everyone will take pride in keeping the appearance of the building and grounds the very best possible.

ORGANIZATIONS

Students are encouraged to take part in the various organizations of Stigler Schools in order to become a well-rounded individual. Participation will also aid in making your school year more enjoyable. All club meetings, with the exception of vocational clubs and Student Senate, will be scheduled out of school hours as much as possible.

LOST AND FOUND

Students are urged to be responsible for their personal property by keeping it in their lockers and their lockers locked. Articles found may be turned in to the office where they will be kept for a short period of time, after which they will be given away or destroyed.

COUNSELOR

Stigler Middle School has a counselor who is available to help you at any time during the school day. Any scheduling change or problem should be addressed through the office. Your counselor will visit each of your classrooms during the course of the year, and you will have a chance to get acquainted. Your counselor is your friend and is here to help you.

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.

PROFICIENCY BASED PROMOTION

Upon 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 all assessment or demonstration.

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. Neither the school nor any school official is compensated by the insurance company. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma. School insurance prices for this year are as follows: "At School" (Basic Option) protection is \$19.00 per year for K-6 and "24 hour" (Basic Option) protection is \$60.00 per year for K-6 and \$119.00 per year for K-12. Extended dental coverage is \$7.00 per year.

PLAYGROUND

Students have a large playground area.

Students are to stay on school grounds during noon hour. You may either bring your lunch or eat in the lunchroom. After you leave the cafeteria, please go to your designated area. Do not stay around the cafeteria.

STUDENT SENATE

Officers for the Student Senate are elected by the student body during the last few weeks of school. Two representatives and two alternates will also be chosen to serve on the Student Senate for each grade, 6th, 7th, and 8th.

There will be representatives chosen from the 5th grade to serve on the Middle School student Senate. They will be elected during the first few weeks of school.

The purpose of the Student Senate is to work with the student body, teachers, and administration to improve our school. Please feel free to discuss any suggested improvements or changes with your Student Senate members, sponsors, or the administration.

CHEERLEADING REQUIREMENTS

2.5 GPA for first semester, attend Stigler Schools, attend Summer Camp, and receive less than 15 total demerits for the school year (see Cheerleader Constitution.)

TRANSPORTATION

Free transportation in district-owned buses is furnished to students who reside one and one half miles or further from school. All buses operated by the 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 over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the driver who is expected to look after the welfare of all students under his/her care. The driver may recommend 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.

A School Bus Incident Report” will be issued to a student violating bus rider rules. A student issued a “School Bus Incident Report” must return a copy bearing his/her parent’s signature before being allowed to ride the bus back to school. Severe violations or continued violations of any nature may result in suspension from the bus or may result in the student being placed in In-School Placement.

BOOKS

You will not be required to buy any textbooks. All your books will be checked out to you at the first of the school year, and you will be responsible for them. You will be expected to pay for them if they are lost or defaced. Also, anytime you check out a library book it is your responsibility to see that it is checked back into the library or make retribution.

SCHOOL HEALTH SERVICES

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

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

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

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

All medication sent to the school for your child to take must be in an original container or a duplicate bottle provided by your pharmacy. Prescription medication must be labeled with the child's name, physician's name, name of medication, and dosage. Medications sent in envelopes, plastic baggies, plastic cups, or any other packaging other than an original container will not be administered to your child due to safety concerns. Any over-the-counter medication sent to school should be accompanied with a note from the parent/guardian requesting administration of the medication and the time it is to be given.

The nurses at the school keep on hand a variety of over-the-counter medications used for symptomatic relief of common problems. Name brand and/or generic substances such as ice, soap, water, hydrogen peroxide, calamine lotion, Benadryl cream, alcohol, Medispray, antibiotic ointment, eyewash, and Visine are used as routine first aid

supplies. Tylenol, Emutrol, Keopectate, Maalox or Mylanta, Tums, Chloreseptic throat spray, and cough drops are given sparingly per related symptoms of headache or minor pain, nausea, diarrhea, indigestion or heartburn, sore throat and cough.

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

The purpose of this policy is to prevent the spread of head lice. Even though we require that your child be head lice and nit free, our goal is to have him/her return to school as quickly as possible. If a student is absent from school for more than a reasonable amount of time, the attendance office will report to the district attorney the parent of the child for excessive absenteeism from school pursuant to Title 10 of the Oklahoma Statutes.

IMMUNIZATION REQUIREMENTS: No minor child shall be admitted to any public school operating in Oklahoma unless the parent or guardian can present the appropriate school authorities certification from a licensed physician or appropriate public health authorities that such child has received or is in the process of receiving immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, rubella, hepatitis A, hepatitis B, and varicella (chicken pox) or is likely to immune as result of the disease.

ILLNESS: Please do not send your child to school if they are sick. Students who have had a temperature of 100.5 or greater, or children who have been vomiting, or children with diarrhea could be contagious. Your child needs to be fever free and have not vomited or have had diarrhea for 24 hours prior to sending him/her back to school. If your child is running a temperature greater than 100.5 at school, has diarrhea, or vomits, he/she will need to be picked up and taken home.

EXCLUSION FROM SCHOOL DUE TO CERTAIN CONDITIONS: Parents/guardians will be asked to pick their child up from school and be required to remove their child from the school population until that child is confirmed not to be contagious. A written release from Haskell County Health Department or your family health care provider will be required for the following potential problems:

1. Students who have rashes
2. Students with signs or symptoms of pinkeye (complaints of redness, itching, and drainage from either or both eyes).
3. Students with ringworms.

VISION AND HEARING: Kindergartners and 1st grade students are routinely screened by the school nurse for possible vision and hearing problems. Any child who exhibits vision or hearing difficulty can be referred for screening by staff or by themselves. Parents/guardians are notified of results of the screenings.

EMERGENCY SITUATIONS: Students can become sick or be injured at school. Please make sure that the office has at least three phone numbers where you or another responsible adult can be reached to pick your child up for emergencies. In the event of life threatening emergencies, Emergency medical Services will be notified.

Students who are exhibiting signs or anaphylactic (allergic) reaction will be given 25mg of Benadryl by mouth. If your child has severe allergies to environmental agents such as bee or wasp stings, you should provide the school with an epi-pen for their use in emergencies.

Important Information for Parents about Meningococcal Disease and Meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health.

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, or severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15-22 years, are at increased risk because of behaviors that spread the disease. On average, two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than others persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing, sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm – anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States, about 2500 people are infected and about 300 people die in spite of treatment with antibiotics. Of those who live, about 400 lose their arms or legs, become deaf, have problems with their nervous system, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease, contact your health-care provider immediately.

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age);

College freshmen who live in dormitories;

Other people at high risk 11 through 55 years of age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers, but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2 through 10 years old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the

vaccine develop a fever. Vaccines, like all medicines, carry a risk of allergic reaction, but the risk is very small.

A few case of Guillian-Barre' Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 200 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National meningitis Association Web site.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who:

Have no health insurance,

Are Medicaid eligible,

Are Native American,

Or whose health insurance does not pay for vaccines.

And are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is the vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on –campus student housing.

Signs and Symptoms of meningitis

- * Headache
- * Fever
- * Chills

- * Stiff neck
- * Extreme tiredness
- * Vomiting
- * Sensitive to light
- * Rash of small purplish black-red dots

FIRE AND TORNADO DRILLS

The purpose of these drills is to safeguard students in case of an actual emergency. Students should be familiar with the rules regulating these drills, which are posted in each classroom. As there are no means to distinguish between the alarm for a practice drill and a real emergency, every precaution should be taken to follow regulations.

ACADEMIC INFORMATION AND REQUIREMENTS

GRADE FIVE

Required

English
Math
Science
Literature

Electives

Band
Music
Physical Education
Athletics

GRADE SIX

Required

English
Math
Science
Social Studies
Literature

Electives

Athletics
Physical Education
Vocal Music
Health and First Aid
Band
Spanish
Computer Education

GRADE SEVEN

Required

English
Math
Science
Geography & Civics
Computer Education

Electives

Athletics
Physical Education
Vocal Music
Health and First Aid
Band
Technology Education
Art

GRADE EIGHT

Required

English
Math
Science
Geography & Civics
Exploratory

Electives

Athletics
Physical Education
Vocal Music
Health and First Aid
Band
Spanish
Computer Education
Technology Education
Agriculture Careers
Art

CLASS SCHEDULE

The middle school is the bridge between elementary school and senior high school. The middle school goals are to reinforce basic knowledge and skills; to explore a variety of interest areas in order to broaden the base of education; and to provide direction through a strong guidance program.

GRADE 5:

1 ST Period	8:34 - 9:25
2 nd Period	9:30 - 10:15
3 rd Period	10:20 - 11:05
Lunch Period	11:05 – 11:35
4 th Period	11:20 – 11:55
Recess:	11:55 – 12:10
Homeroom:	12:10 – 12:20
5 th Period	12:25 – 1:20
6 th Period	1:25 – 2:15
7 th Period	2:20 – 3:15

GRADES 6-8

1 ST Period	8:34 - 9:25
2 nd Period	9:30 - 10:15
3 rd Period	10:20 - 11:05
4 th Period	11:10 – 11:55
Lunch Period	11:55 – 12:20
5 th Period	12:25 – 1:25
6 th Period	1:30 – 2:15
7 th Period	2:20 – 3:15

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 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 the 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.

ENROLLMENT

Newly arriving or transferring students will enroll through the office. Any student entering class must have a schedule which he/she obtains from the counselor's office. Schedule changes require permission of the principal and must be accomplished within the first week of each semester. Dropping any class after one week will result in an "F".

HONOR ROLLS

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

Only those grades recorded in the academic section of the permanent records will be averaged for the Superintendent's and Principal's Honor rolls. "S" and "U" will not be averaged.

SUPERINTENDENT'S HONOR ROLL: The Superintendent's Honor roll will be computed on each nine weeks basis. NO grade below an "A" will be accepted for the superintendent's honor roll. The Superintendent's Honor Roll for the end of the year will consist of the first, second, and third nine weeks periods and not the semester grades.

ACADEMIC ACHIEVEMENT AWARD: For a student to qualify for the end of year Academic Achievement Award, he/she must (1) have a 3.5 or better grade point average for the first, second, and third nine weeks periods (not the semester grades) and (2) score on or above the 80th percentile of the total complete battery of tests on a national achievement test given in the spring of each year. If a student has been absent for any portion of the nation achievement testing he/she will not qualify for the Academic Achievement Award.

GRADING SCALE

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

ACADEMIC BOOSTERS CLUB PURPOSE

To provide extra academic help for any student, anytime of the school day and after school during on a one hour extended school session.

HOW: Students, who need help with any class or classes, on the ineligible list, or who need help in their organizational skills may be pulled out of one of their elective courses for an indefinite period of time and put into A.B.C class, during the school day. Also, all students on the ineligible list will be required to attend a one-hour extended session after school until they are eliminated from the ineligible list. Any student needing assistance will be welcome to attend the extended session.

WHERE: Stigler Middle School, room 3 and Computer Lab.

WHEN: ABC Classes will be available every school day. Before school extended session will be held Monday, Tuesday, Wednesday, Thursday, and Friday

SCHOOL BEHAVIOR

STANDARD 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. Any attire which draws undue attention to the individual or in any way interferes with the educational process is not appropriate for school wear. 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 minimum of two inches below waist of pants/skirt). Muscle shirts, tank tops, halter tops, spaghetti-strap tops, bareback tops, chest or cleavage showing, or skin-tight tops.
2. Any shirt, cap, jewelry, or garment with signs or advertisements not in good taste. This includes but is not limited to items depicting death, suicide, defiant behavior, tobacco, drugs, alcohol, sex (including the playboy insignia), symbols, letters, numbers, slogans, pictures, or phrases that are offensive, obscene, or in bad taste. 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, skirts, 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 are not allowed.
6. Caps, hats, or other headgear may not be worn 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, or other body piercings are not allowed.
10. No pajamas or house shoes.
11. Leggings may be worn with a shirt or blouse that is mid-thigh length.

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

Students who wear 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.

STUDENT CONDUCT

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.

The following behavior 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, publishing, or distributing or causing or allowing to be broadcast, published, or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of 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 comply with state immunization records;
10. False reports or false calls;
11. Fighting;
12. Forgery;
13. Gambling;
14. Harassment, intimidation, and bullying
15. Hazing (initiations) in connection with any school activity;
16. Immorality;
17. Inappropriate attire;
18. Inappropriate behavior;
19. Indecent exposure;
20. Inappropriate Public behavior;
21. Inappropriate 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 work or act, the acts identified in (a) or (b);
23. Obscene language
24. Physical or verbal abuse;
25. Plagiarism
26. Possession of a caustic substance
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 (as defined by law, i.e., 3.2 beer), illegal chemical substances, or any substance represented to be an alcoholic beverage, 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 tobacco in any form;
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;

39. Using racial, religious, ethnic, sexual, gender, or disability-related epithets;
40. Vandalism
41. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
42. Vulgarity
43. Willful damage to school property
44. Willful disobedience of a directive of any school official;

In addition, conduct occurring outside of the normal school day or off school property that has a direct 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.

HALL CONDUCT: It is necessary for all students to be thoughtful and cooperative in the halls. Students should not gather in groups at any time and interfere with traffic. The best plan is to keep moving and walk on the right side with the flow of traffic.

Noise and confusion should be kept to a minimum. Shouting, whistling, running, scuffling, etc., are out of place in the corridors.

DISPLAYS OF AFFECTION: Displays of affection such as arms around each other, kissing, holding hands, etc., will not be permitted at school. School is not the proper place for this type of activity.

FOOD AND BEVERAGES: Any candy, food, or beverages are not to be brought into the building. If you bring your lunch, please keep it with you in your locker and wait until you get to the lunchroom to eat. No pop (carbonated beverages) allowed in the lunchroom.

BIKES

All students are to park their bikes in designated parking areas. Students are not to be on their bikes until they get ready to leave the school grounds. Please do not ride in front of the buses.

DISCIPLINE

The Stigler Board of Education has a discipline action schedule available to all students and parents upon request.

RULES FOR STUDENTS CONCERNING ILLEGAL CHEMICAL SUBSTANCE, ALCOHOL AND TOBACCO

Use 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 begin 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 substance represented to be an alcoholic beverage, low-point beer, or illegal chemical substance, regardless of its actual content at school, while on 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 and over the counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and/or are not 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 of 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 at school, while on 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 or self-administer any medication at school except as permitted by the School District’s Policy on the Administration of Medicine to Students.
- B. Students who have legitimate health need for 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.

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 any 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 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 district's response to the requirements 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 a victim of bullying and report those symptoms; and
5. Cooperate fully with personnel in identifying and resolving incidents.

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 if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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

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

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.**

IN-SCHOOL PLACEMENT

Stigler Schools have an alternate plan to suspending students grades 6 through 12 out-of-school. Instead of sending students home for certain rule violations, they will be kept at school in a structured academic environment. I.S.P will be offered if staffing and space are available.

The I.S.P. class will be at the location designated by the building principal and the students will be isolated from the student body by having different break times and different lunch times. They will have assignments from each of their classes and will be expected to work on these assignments and nothing else during school hours. These assignments will be turned in and graded at the end of the suspension period.

Violations that will result in I.S.P will range from truancy to refusal to do classroom assignments. This will be left up to the discretion of the principal.

Any violations while in I.S.P. such as tardiness, unexcused absence, failure to do assignments, etc., will result in additional days being added or being suspended out-of-school and sent home.

A student that is absent, whether excused or unexcused, will be required to spend the full number of days assigned.

SATURDAY SCHOOL

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 the importance of positive learning behavior.

Guidelines:

1. Building principal shall refer students to the school
2. Minimum time will be three hours starting a 9:00 a.m. and running through 12:00
3. Length of assignment will be at the discretion of the principal.

4. Students will be assigned school and community service, such as grounds keeping, cleaning, of other light appropriate chores.
5. Any time missed will be made up by
 - a. Tardiness-considered absent.
 - b. Unexcused absence – time assigned is doubled on the first offense and results in suspension for any successive offenses.
 - 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 to display proper attitude and work habits will result in the student being sent home.
8. Violations that result in Saturday School:
 - a. Truancy
 - b. Excessive tardiness
 - c. Al alternative to corporal punishment
 - d. Repeated disciplinary referrals
 - e. Vandalism
 - f. Disrespect of school personnel

STUDENT CONDUCT AT SCHOOL SPONSORED ACTIVITIES

In order for students and adults to enjoy school sponsored activities, we feel it is necessary that all students know what is expected of them when in attendance. Students are expected to comply with all school policies, rules, and regulations concerning student behavior while attending school sponsored activities:

1. It is suggested that elementary students be accompanied by parents or adults responsible for them during school activities.
2. Such things as running up and down bleachers, throwing things in stands, scuffling or fighting, offensive or obscene language, failure to obey directions of school officials, or general misconduct will not be tolerated.
3. Violations of any of the above could result in student dismissal from the activity and possible suspension from future school sponsored activities, or out of school.
4. Students are not to sit on top bleachers during junior high football games. We will appreciate your cooperation in this matter.

SPECIAL DAYS

Due to safety reasons at school and on bused, please do not send gift balloons to the school. We will appreciate your cooperation in this matter.

FACULTY AUTHORITY

Students must remember that any and all school personnel of this school system have authority over the student body. This applies on school property, including vehicles,

and at all school sponsored events at home and away. Your teachers are to be addressed with respect at all times.

TOBACCO

Students may not use or possess tobacco of any form including e-cigarettes and vapor cigarettes.

Title 21, Section 1241 of the Oklahoma Statutes

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 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.

ELIGIBILITY

All students are required to do passing work in all subjects. Any student failing to meet this requirement will be placed on probation for one week and then will become ineligible in accordance with OSSAA policy. Ineligible students will be required to go to noon tutoring from 12:05 to 12:25 until they are no longer on the ineligible list.

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.

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:

6. Verbal, physical, or written harassment or abuse;
7. Repeated remarks of a demeaning nature;
8. Implied or explicit threats concerning one’s grades, achievements, etc.;
9. Demeaning jokes, stories, or activities directed at the student;
10. Unwelcome physical contact.

The Superintendent shall develop procedures providing for:

7. Prompt investigation of allegations of harassment;
8. The expeditious correction of the conditions causing such harassment;
9. Establishment of adequate measures to provide confidentiality in the complaint process;
10. Initiation of appropriate corrective actions;
11. Identification and enactment of methods to prevent reoccurrence of the harassment; and
12. 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.

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 major of the teacher and any other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree; and
- 4.) Whether or not the child received service from a paraprofessional, and if so, his or her qualifications.

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

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

Part V. Adoption

This district Wide Parental Involvement Policy has been developed jointly with, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by William Self. The policy was adopted by the Stigler Board of Education on July 13, 2009 and will be in effect for the period of one year. The school district will distribute the policy to all parents of participating Title I , part A children on or before November 2009.

Signature of Authorized Official

Date

**PPRA NOTICE AND CONSENT/OPT-OUT FOR
SPECIFIC ACTIVITIES [LEAs should adopt the following
model form as appropriate]**

The Protection of Pupil rights Amendment (PPRA), 20 U.S.C. 1232h, requires Stigler Schools to notify you and obtain consent to allow you to opt your child out of participation in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more to the following eight areas (protected information surveys 99)

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.

This requirement also applies to the collection, disclosures or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.)

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.”

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.

Dear Parent or Guardian:

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

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

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

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 not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious or misleading information, which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet chat lines or downloading excessively large files.
10. No charges for services, products or information are to be incurred 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.

School Calendar

First Day of Classes	August 9
Labor Day Holiday	September 3
Teacher Workday	September 20
Teacher Professional Day	September 21
First Nine Weeks Ends	October 5
Fall Break	October 18-19
Thanksgiving Holidays	November 19-23
Teacher Professional Day	December 20
Parent / Teacher Conference	December 21
Winter Break	Dec. 24- Jan. 4
Second Nine Weeks Ends	December 21
President's Day	February 18
Third Nine Weeks Ends	March 8
Inclement Weather/ Other	March 15
Spring Break	March 18-22
Easter Break	April 22
Baccalaureate	May 12
Graduation	May 14
Teacher Professional Day	May 17
Fourth Nine Weeks Ends	May 20
Parent Teacher Conference	May 20

<u>JR High Football 2018</u>			
<u>Date</u>	<u>Team</u>	<u>Location</u>	<u>Time</u>
Tues. Sept. 4	Roland 7th-8th-9th	Away	5:30
Tues. Sept. 11	Eufaula 7th-8th-9th	Home	5:30
Tues. Sept. 18	Hartshorne 7th-8th-9th	Home	5:30
Tues. Sept. 25	Spiro 7th-8th-JV	Away	5:30
Tues. Oct. 2	Checotah 7th-8th-9th	Home	5:30
Tues. Oct. 9	Sallisaw 7th-8th-9th	Home	5:30
Tues. Oct. 16	Muldrow 7th-8th-JV	Away	5:30
Tues. Oct. 23	Vian 7th-8th-9th	Away	5:30
Thurs. Oct. 25	Talihina JV	Away	7:00
<u>H.S. Football 2018</u>			
<u>Date</u>	<u>Team</u>	<u>Location</u>	<u>Time</u>
Fri. Aug. 17	Scrimmage - Keys	Home	TBA
Thurs. Aug. 23	Scrimmage - Vian	Away	TBA
Fri. Aug. 31	Hartshorne	Home	7:00
Fri. Sept. 7	Sallisaw	Away	7:00
Fri. Sept. 14	Muldrow	Home	7:00
Fri. Sept. 21	Lincoln Christian	Away	7:00
Fri. Sept. 28	Roland	Home	7:00
Fri. Oct. 5	Checotah	Away	7:00
Fri. Oct. 12	Seminole	Away	7:30
Thurs. Oct. 18	Idabel	Home	7:00
Fri. Oct. 26	Okmulgee	Home	7:00
Thurs. Nov. 1	Webster	Away	7:00

High School Basketball 2018-2019

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
11/27	Pocola	Away	6:30
11/29	Henryetta	Home	6:30
12/6	Talihina	Away	6:30
12/11	Pocola	Home	6:30
12/13- 12/15	Wilburton Tourney	Wilburton	TBA
12/18	Hartshorne	Home	6:30
1/4	Sallisaw	Home	6:30
1/7-1/12	Seq. Co. Tourney	TBA	TBA
1/15	Talihina	Home	6:30
1/17	Henryetta	Away	6:30
1/18	Heavener	Away	6:30
1/21	Wilburton	Away	6:30
1/24- 1/26	Checotah Tourney	Checotah	TBA
1/29	Wilburton	Home	6:30
2/1	Hartshorne	Away	6:30
2/7	Sallisaw	Away	6:30
2/8	Heavener	Home	6:30

Jr. High Basketball 2018-19				
<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Grades</u>	<u>Time</u>
11/5-11/8	Checotah Tourney	Checotah	7,8	TBA
11/5-11/8	FTG Tourney	FTG	9	TBA
11/12	Checotah	G/H,B/A	6-9	4:30
11/13	Pocola	G/A,B/H	6-9	4:30
11/14	Heavener	G/A,B/H	7-9	5:00
11/26	Eufaula	G/H,B/A	6-9	4:30
12/3	Pocola	G/H,B/A	6-9	4:30
12/4	Hilldale	G/A,B/H	6-9	4:30
12/10	Eufuala	G/A,B/H	6-9	4:30
1/14	Heavener	G/H,B/A	7-9	5:00
1/22	Wilburton	G/A,B/H	7-9	5:00
1/28	Checotah	G/A,B/H	6-9	4:30
1/31	Talihina	G/H,B/A	7-9	5:00
2/4	Hartshorne	G/H,B/A	7-9	5:00

<u>Fastpitch 2018</u>			
<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
August 6	Westville	Away	4:30
August 9-11	Dewar Tournament	Dewar	TBA
August 13	Keys	Away	4:30
August 14	Keys	Home	4:30
August 16	Heavener	Away	5:00
August 20	Kansas	Away	4:30
August 21	Kansas	Home	4:30
August 23	Spiro	Away	4:30
August 24	Wilburton	Home	4:30
August 27	Vian	Away	5:00
August 28	Vian	Home	5:00
Aug. 30-Sept. 1	Eufaula Tournament	Eufuala	TBA
September 4	Sequoyah-Tahlequah	Home	4:30
September 6	Quinton	Home	4:30
September 10	Salina	Away	5:00
September 11	Salina	Home	5:00
September 13	Quinton/Porum	Quinton	6:30
September 17	Talihina	Home	4:00
September 18	Hartshorne	Away	5:00
September 24	Pocola	Away	4:30

Middle School Supply List

Fifth Grade

1 Pkg Pencils
Pencil Pouch with binder holes
2 Composition notebooks (Eng/Math)
3 Spiral Notebooks (Reading/Science/SS)
1 Pkg Highlighters (any color)
1" or 1 1/2 " binder (may be tapper style)
5 Pocket Folders (No prongs)
1 Lg. box Kleenex
1 container disinfectant wipes
(5th teachers will also take donations of hand sanitizer & Ziplock bags)

Sixth Grade

Spiral notebook for each subject
2 black & white composition notebooks
Pencils
Red pens for grading
Blue & black ink pens
Dictionary for 6th grade reading - (optional)
Highlighters
1 bottle of hand sanitizer
1 pkg Expo dry erase markers for math
1 large box Kleenex
1 large box colored pencils for English
1 container disinfectant wipes
1 large bottle of glue for English
1 box red pens for English
1 composition notebook for English
2- 300 ct. 3x5 ruled index cards
1 pkg. colored cardstock paper for English

Seventh Grade

1 large box Kleenex
Spiral notebook for each subject
Pencils
Large container disinfectant wipes
Pocket folders
Colored pencils for Geography
Unopened USB flash drive for computer class
2 composition notebooks for English/Computers
Ear buds (left at school for computer class)

Eighth Grade

1 binder for science
Colored pencils for science
Pencils
1 composition notebook for History
2 container disinfectant wipes
Large box Kleenex
Ear buds (left at school for English)
Single subject notebook for each subject
1" binder for Tech ED
Flash drive for Tech ED
Headphones for Tech ED (optional)

Mrs. Bryant's Class

1 pencil box
1pkg. pencils,
Glue sticks
Hand sanitizer
Scissors
1 box Kleenex
1 pkg baby wipes

Mrs. Upton's Class

Pocket folder
1 pkg. loose leaf paper
1 spiral notebook
1 pkg. pencils

STIGLER MS CELL PHONE AND MP3 PLAYER POLICY

Students are not allowed to use or have a cell phone or MP3 player in their possession on school grounds without prior approval from the MS Principal. This includes any school buildings, playground, bus or cafeteria. If you feel that your child needs a phone here at school for any reason such as to communicate with a parent before or after school for a ride home, please let me know so we can make the necessary arrangements.

Discipline schedule for students in possession of a phone or MP3 player:

First Offense – noon detention/ device given back to the student at the end of the day and the policy will be sent home to be signed by a parent.

Second Offense – 2 days noon detention/ a parent must pick up the device at school and the policy will be sent home to be signed by a parent.

Third offense – 3 days noon detention/ a parent must pick up the device at school and the policy will be sent home to be signed by a parent.

Fourth Offense – 1 day suspension

- All offenses after the fourth offense will be an added day of suspension (e.g. – 5th offense will be a 2 day suspension, 6th offense will be a 3 day suspension and so on.)

Filming, videoing, or recording with a telecommunication device at school without prior approval from the Principal is strictly prohibited and could possibly lead to a suspension. The duration of the suspension will be determined by the severity of the offense and will be at the discrepancy of the MS Principal.

I have read and understand the Stigler MS cell phone/MP3 player policy.

Parent Signature _____

Student Signature _____

Date _____

Dear Parent,

House Bill 1017 mandates that all parents receive and read the Student Handbook from their child's school.

Please take the time to do this and return or mail this form back to the Stigler Middle School.

Thank You,
Tony Gilmore
Principal

I, _____, did receive and read the Stigler
Parent's Signature

Middle School Student Handbook.

Date : _____ Child's Name _____

*Please return to: Stigler Middle School
309 N.W. "E" Street
Stigler, OK 74462