**STIDHAM ELEMENTARY SCHOOL**

**DISTANCE LEARNING PLAN**

113074 S 4110 RD EUFAULA OK 74432 Phone 918-689-5241 Fax 918-689-9163

Angelia Yandell, Superintendent

*The following is a description of Stidham Public School's (SPS) blended and full time Distance Learning Program (DLP). Students in our Distance Learning Program, who receive their instruction and curriculum from our chosen online platform, will be supported by a certified Oklahoma teacher. This teacher will be certified in each of the courses the students are enrolled in.*

TYPES OF DLP

Full Time Distance Learning may be provided for all students of Stidham Public School grades Pre-Kindergarten to 8th grades.

Part Time distance Learning may be provided for all students of Stidham Public School grades PK-8th that are enrolled in SPS.

Distance Learning Days may be built in the school calendar or implemented to prevent instructional loss due to inclement weather, sickness such as COVID 19 epidemic shutdown or other.

In the event of mandatory school closure, and if allowable by State Law and OSDE guidance, all students of Stidham Public School in all grades, may participate in Full Time Distance Learning until they are allowed to return to campus.

All SPS students will be given access to Distance Learning resources and curriculum to boost support of their learning while at home.

In all program types the district will notify parents/guardians prior to the start of any unplanned Distance Learning Day or Days.

MISSION STATEMENT FOR THE SPS DLP

Mission: To creatively meet each students' unique needs and provide a successful Elementary Education Experience.

PROGRAM SUMMARY

Description: Including, but not limited to, the organizational structure of the SPS DLP.

The DLP developed due to the evolving demands of our student population and societal changes. A variety of factors are leading to an increase in demand of creative schooling options for young people, primarily virtual options. This is why the Pre-K - 8th grade SPS DLP is finding an innovative way to provide these opportunities to students, while at the same time maintaining a connection with peers, faculty and our community.

Expectations: The success of students in the SPS DLP will be determined by how well the student, parent or guardian, and program teachers and administration are working together. Students and parents who desire full time distance learning outside of mandatory closures, and planned and unplanned distance learning days, will be asked to apply to the program, and will be admitted based on identified criteria. The program administration must agree that this students' best opportunity for success would be in this mostly virtual setting. Students will be required to maintain adequate progress each week on the online curriculum. The progress must be communicated by teachers in the program. It will be vital for parents to be available for the teacher so the two can work together for their student. Parents will also be expected to ensure student attendance at required meetings and or activities if the teacher requires.

RESOURCES AVAILABLE TO STUDENTS

1. Stidham Public School Certified Teachers .

2. SPS Campus for PK-8th grade

3. Office hours for students located on and off school campus

4. Mandatory tutoring hours will be prescribed to all students who have fallen behind in there curriculum

5. Digital Learning Device and Hotspot if needed

6. Lunch and Breakfast at the school cafeteria.

7. Extra- curricular opportunities. Students will be allowed to benefit from all the extra-curriculars SPS has to offer. Students exercising this option will be required to be in attendance at school for those events

DESCRIPTION OF THE FACILITY AND LOCATION OF THE SPS DLP

Daily Schedule office hours: SPS Administration 8:00 am to 3:45pm during normal school days.

DESCRIPTION OF THE GRADES SERVED

The SPS DLP developed due to the evolving demands for our students. A variety of factors are leading to an increase in demand of creative schooling options for young people, primarily virtual options. The Pre-K - 8th Grade SPS DLP is finding an innovative way to provide these opportunities to students, while at the same time maintaining a connection with peers, faculty and our community.

OUTLINE OF CRITERIA AND RESOURCES TO MEASURE THE EFFECTIVENESS OF THE PROGRAM

OSDE Memorandum "Issues with use of Virtual School Day" by traditional public schools

CCOSA blended framework evaluation tools found in appendices C, D, E, & F

THE SPS DLP WILL BE ALIGNED WITH STATE STANDARDS

UNLESS OTHERWISE AUTHORIZED BY LAW OR REGULATION:

A description of the instructional design of the program, including the type of learning environment, class size and structure, curriculum overview, and teaching methods; Student Eligibility and requirements.

Students who meet the following requirements are eligible to participate in the DLP

1. Enrolled in Stidham Public School System

2. Read the student an parent handbook and fill out the DLP application and sign the contract at the end of the application.

3. Participate in all required state-level academic assessments (OSTP) in the same manner as other regularly enrolled students within the district. Assessments will be taken Stidham School.

4. Parents and students must successfully complete a virtual education orientation.

5. Have access to consistent, daily internet service (Hot spots will be provided if needed).

6. Care and maintenance of any property of Stidham School that are checked out by the student.

7. Have reliable transportation to and from required meetings on campus, resource and tutoring times as needed and field trips.

8. Parents must be available for a teacher to contact throughout the day to stay up to date on student's progress.

9. Parents must play an active role in holding the student and teachers accountable to keep designated pace.

**The following criteria is considered by the administration when enrolling students into DLP. By filling out the application completely and to the best of your ability allows us to assess the need of your student in the program**.

1. Teacher and administrator observation

2. Poor academic performance in traditional school setting

3. Attendance problems due to family emergencies or extenuating circumstances that require students to be available

4. Attendance problems due to mental and physical health concerns, as indicated by a health professional.

5. Social stressors/anxiety brought about by the traditional school setting that impact grades and/or attendance.

6. Religious belief/convictions that the traditional school setting compromises

7. The need for School Credit Recovery

8. Inability to attend class during the school day

Stidham School Administration will review each student and their concerns based upon the previous criteria to determine if this would be the most successful placement for the student.

DLP ATTENDANCE POLICIES

Students participating in the virtual education program will be considered as being in attendance if the students are meeting one of the following criteria

1. Students are on pace to finish or have finished the allotted courses by the prescribed finish date.

2. Students are completing a minimum of 20 hours of active time in their coursework from Monday to Friday. Attendance is measured by blended class time, submission of assignments and communication with the teacher.

All student attendance will be tracked in 1/2 day increments. Therefore, attendance will be calculated as follows:

**Single Day Distance Learning for days that are in the district calendar or called as needed during the year:**

Students participation in the DLP will be considered as being in attendance if the students are meeting one of the following criteria

1. Students are on pace to finish or have finished the allotted courses by the prescribed finish date

2. Students are completing a minimum of 6 hours of active time in their coursework each day of the school week. Attendance is measured by blended class times, submission of assignments and communication with the teacher. 3 hours will equal one half day attendance

**For long term or full time Distance Learning Days:**

Students participating in the DLP will be considered Students are on pace to finish or have finished the allotted courses by the prescribed finish date.

1. Students are completing a minimum of 4 hours of active time in their coursework from Monday to Friday. attendance is measured by blended class times, submission of assignments and communication with the teacher 3 hours will equal one half day attendance

2. If a student has 2 consecutive days of inactivity, student and parent will be contacted by a program School Teacher or the district administrator.

ACCEPTED PACE DESCRIPTIONS AND FALLING BEHIND POLICY

Accepted Pace will be communicated by the teacher for each individual student;

Pace will be based on what percent of each course they should complete each week.

Students not enrolled in an extra-curricular have the following option to choose how to move through their coursework

Students who fall behind in their progress will be required by their instructor to fulfill several time and attendance constraints to ensure they have every opportunity to catch up in their curriculum

If a student's grade falls below 60 percent they will be expected to meet with the teacher at least 1 hour per week, during the designated times.

If a student has been directed to attend class or mandatory tutoring/office hours and does not show he/she will be counted as truant for the class period.

FAILURE TO COMMUNICATED POLICY

Students must reply promptly (within the hour) of a teacher's instant message, or within 24 hours of a teacher's email. If students do not communicate within a timely manner parents will then be contacted.

Parents will be contacted via email or phone if a student fails to communicate with the teacher within 24 hours. If parents are unable to be contacted within 48 hours then the teacher and admin may visit the home.

We will then develop a plan with the student and parent to get the student back on track

If the student is not following the plan to get back on track they will then be transitioned back to the traditional classroom.

If failure to communicated continues, or the school is unable to contact the parent to formulate a recovery plan, then the student will have to be considered truant.

EXTRACURRICULAR ELIGIBILITY POLICY

Students must be in attendance at their respective extra-curricular each day on campus if they choose to participate.

Students in athletics or extra-curricular activities have to meet predetermined weekly progress goals each week. If not, the first week, student is on probation, any consecutive week after the student is considered ineligible.

In order to be considered present at school to participate in extra-curricular competitions the student must be in attendance of their activity on campus and logged into the online platform for a total of 2 hours.

students are expected to follow the student handbook, school rules and expectations

STUDENTS ON CAMPUS PROCEDURE

Students are expected to follow the student handbook, school rules and expectations when on campus, at the library or on field trips.

When students get on campus they are to immediately report to the Elementary office to be signed in.

Students are expected to go directly to their designated locations when on campus

Students must be signed out when they leave campus, if not riding the bus home.

RESOURCES AVAILABLE TO STUDENTS

1. Content specific face-to-face mentorship is available daily, by appointment, in the DLP when requested by students.

2. Consistent communication with parent and student about student's progress.

Be consistent in on-site resource time, teacher office hours and school events

3. SPS certified teachers are at your disposal to get content specific help when you need.

4. One teacher will be designated to monitor the daily success of each student on the platform

5. Computer and wifi

6. Breakfast/Lunch are both available in the school cafeteria.

INTERNAL AND EXTERNAL ASSESSMENTS TO MEASURE AND REPORT STUDENT PROGRESS

The following assessments will be utilized to monitor and report student progress

1. Edmentum

2. STAR

3. OSTP

4. WIDA if appropriate

PLANS FOR IDENTIFYING AND SUCCESSFULLY SERVING STUDENTS WITH DISABILITIES AND STUDENTS WHO ARE ENGLISH LANQUAGE LEARNERS AND STUDENTS WHO ARE ACADEMICALLY BEHIND

Any student on an IEP will be monitored by a SPS Certified Special Education Teacher. With SPED teacher, SPS administrator, student and parent an IEP will be developed to best serve the student and ensure success. Any student who the IEP team feels would not benefit from virtual learning will be placed into the traditional setting.

DESCRIPTION OF CO-CURRICULAR OR EXTRA-CURRICULAR PROGRAMS

A benefit of the DLP is the ability for students to participate in any extra-curricular activity that SPS offers. The Combined with Edmentum will provide a wide range of learning opportunities

STUDENT DISCIPLINE POLICIES FOR THE DLP, INCLUDING THOSE FOR

SPECIAL EDUCATION STUDENTS

DLP students are enrolled the Stidham Public School and thus are held to the same discipline code as our traditional students.

ORGANIZATIONAL STRUCTURE OF THE DLP

An organizational chart that clearly presents the organizational structure of the DLP including lines of authority and reporting between the board of education, staff, any related bodies such as advisory bodies or parent and teacher councils, and any external organizations that will play a role in managing the school:

1. Stidham School Board of Education - Primary role is to support and oversee actions and decisions of the DLP

2. Stidham School Superintendent- Primary role is to provide support and guidance for the creation, implementation, and evaluation of the the Stidham School's DLP

3. DLP Principal - Primary role is to directly support and equip the Teachers. They also hold a role of assisting students and their parents in their success in Stidham School's DLP

4. Stidham School Teachers- primary role is to ensure the success of students in the program by providing direct, hands-on guidance for curriculum, instruction and guidance.

TEACHER RESPONSIBILITIES IN THE EVENT THE SCHOOL HAS TO GO COMPLETELY VIRTUAL

DAILY

Monitor progress of students on Edmentum digital learning platform.

Communicate to students and parents who are not progressing

Answer emails and google hangouts from student/parents promptly

identify and set up tutor times for students

Advocate to the community for the program.

WEEKLY RESPONSIBILITIES

Hold designated times for students behind in the curriculum

Track and communicate eligibility for students enrolled in extra-curriculars

Email weekly progress reports to parents and students

Phone Calls or Face-to-Face meetings with students and parents who are falling behind in the curriculum

MONTHLY RESPONSIBILITIES

Monthly report of attendance targeting at risk students

Monthly report on Student progress and notice given for any student on adequately progressing.

STIDHAM SCHOOL LIBRARY WILL UTILIZE SPACE FOR THE DLP AS FOLLOWS

Book Checkout at the school library

Library times will be creatively scheduled to make efficient and respectable use of the libraries resources.

Chrome books and tablets will be scanned in and out through the library books system.

Any equipment found to be abused will be reported to administration

PARENTAL AGREEMENT FOR VOLUNTARY DISTANCE LEARNING

**This agreement must be signed before a student is allowed to participate in**

**(SPS DLP)SELF ELECTED DISTANCE LEARNIG**

Distance Learning is not typically the best educational opportunity for young children. Stidham School will provide the best experience possible, however, by choosing SELF ELECTED DISTANCE LEARNING you are agreeing to take a much larger and more active role as your child's teacher.

1. I accept the responsibility to supervise my child using the Stidham Public School (SPS) Distance Learning Program (DLP) curriculum. I understand that I am the educational facilitator. I understand that I am expected to become knowledgeable about the curriculum and expectations of SPS.

2. I understand that my child must attend a Distance Learning orientation at Stidham School prior to beginning their coursework.

3. I understand students must follow Stidham DLP guidelines of no less than 108 completed instructional activities per quarter to demonstrate adequate academic achievement in the curriculum.

4. I will communicate regularly and when necessary with the SPS DLP teacher assigned to my child

5. I agree if my child is ill or away from their schoolwork for an extended period of time I will contact the SPS DLP representative.

6. I understand that if my telephone number, address, or e-mail address changes, I will inform the SPS DLP representative.

7. I understand that my child will participate in any assessments required by SPS DLP including beginning, middle and end of year benchmarking as well as required OSTP State Testing for 3rd - 8th grade students. I understand these assessments must be taken on site at Stidham Public School and that I am responsible for transportation to and from the school.

8. I understand that if my child does not meet attendance standards established by the state law and outlined in the DLP guidelines, that my child may be withdrawn for truancy and my lose their ability to participate in the DLP.

9. I understand that my child is a part of Stidham Public School and is provided the same access and opportunities as any student traditionally enrolled at Stidham Public School.

10. I agree to return non-consumable items, devices, textbooks, and other materials when requested at the end of the school year, course completion, when my child withdraws, or if participation is denied. Materials must be turned in and in good condition.. I am aware that I will be charged for damaged or lost items.

11. I understand that participation in the program requires that my child have regular, daily access to a device with an internet connection that meets the minimum standard as stipulated below.

12. If my child enrolls in another public school, I understand that my child may no longer participate in the SPS DLP. I f this change occurs, I agree to inform the Stidham School representative.

I HAVE READ AND ACCEPTED ALL TERMS IN THIS AGREEMENT:

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STIDHAM SCHOOL CALENDAR 2021-2022 YEAR**

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Phone 918-689-5241 Fax 918-689-9163

[**www.stidham.k12.ok.us**](http://www.stidham.k12.ok.us)

**Angelia Yandell, Superintendent**

August 10, 11, 12, 13, 2021….………..……....Teachers Report Professional Day 1, 2 and 3

August 13.2021......................................................................................................... Heat Day

August 17, 2021……….……………...………………………………………..Classes Begin

August 27, 2021..................................................................................................... Virtual Day

September 3, 2021................................................................................................. Virtual Day

September 6, 2021.................................................................................Labor Day, No School

September 10, 2021............................................................................................... Virtual Day

September 14 & 16, 2021..Par/Teacher Conferences 3:45 – 6:45 p.m(Classes Are In Session)

September 17, 2021……………………………………………………….. No School – (P/T)

September 24, 2021............................................................................................... Virtual Day

**October 8, 2021..……...……………….………End of 1st 9 weeks( Classes Are In Session)**

***1st 9 weeks –38 Days Taught + 3 Professional Days***

October 1, 2021....................................................................................................... Virtual Day

October 8, 2021....................................................................................................... Virtual Day

October 12, 2021……………………………………………………...SCHOOL CARNIVAL

October 14-18, 2021………..…………………….……….………………….…….Fall Break

October 22, 2021..................................................................................................... Virtual Day

October 29, 2021..................................................................................................... Virtual Day

November 5, 2021................................................................................................... Virtual Day

November 12, 2021................................................................................................. Virtual Day

November 19-26, 2021………………………………..………………..…Thanksgiving Break

**December 16, 2021..…..End of 2nd 9 weeks and End of Semester (Classes Are In Session)**

***2nd 9 weeks – 41 Days Taught***

December 3, 2021................................................................................................... Virtual Day

December 10, 2021................................................................................................. Virtual Day

December 17- 31, 2021......................………………...………………...…….Christmas Break

January 3, 2022……………………………………………...………..…... Professional Day 4

January 4, 2022.……………………………………………….……..……….Classes Resume)

January 7, 2022 ...................................................................................................... Virtual Day

January 14, 2022 .................................................................................................... Virtual Day

January 17, 2022……………………………..…No School ( Martin Luther King Jr. Holiday)

January 21, 2022 ..................................................................................................... Virtual Day

January 28, 2022 ..................................................................................................... Virtual Day

February 4, 2022 ..................................................................................................... Virtual Day

February 11, 2022 ................................................................................................... Virtual Day

February 15 & 17, 2022 .Par/Teacher Conferences 3:45 – 6:45 p.m… (Classes Are In Session)

January 18, 2022……..…….………………..………………………...…..No School – (P/T)

February 21, 2022...……………..…………………………….….No School- Presidents’ Day

**March 4, 2022 ……………….……………….End of 3rd 9 weeks ( Classes Are In Session)**

***41 Days Taught + 1 Professional Day***

March 4, 2022 ........................................................................................................ Virtual Day

March 11-18, 2022……………………………………………..…....…………..Spring Break

April 1, 2022 .......................................................................................................... Virtual Day

April 8, 2022 .......................................................................................................... Virtual Day

April 15, 2022……………………………………………….......… No School ( Good Friday)

April 22, 2022……...….………………………………………..…..…No School (Snow Day)

April 29, 2022… ……………………………….………………….… No School (Snow Day)

May 13, 2022……….….……………………………………………..…..Last Day of Classes

May 16, 2022 ..............................................................................................Professional Day 5

***40 Days Taught 1 Professional Day*** *160 Days Taught + 12 hrs PTConf + 5 Prof Days*

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**STIDHAM PUBLIC SCHOOL**

**ELEMENTARY**

**DISTRICT #C016**

**BOARD OF EDUCATION**

**President…………………………………………….…………….James Wilson**

**Vice President……………………………………………….…..Jeremy Owen**

**Clerk………………………………………………………….….Isaiah McIntosh**

**Superintendent ……………………………….……………..Angelia Yandell**

**Principal……………………………………………………….. Angelia Yandell**

**Phone 918-689-5241 Fax 918-689-9163**

**Mission Statement**

**The mission of Stidham Public School is to promote a learning environment that fosters all areas of development; physical, social, cognitive, and creative while providing the challenge for students to be fluent, effective communicators and lifelong learners, who have an understanding of themselves and the world around them. Students of Stidham School will be encouraged to use their knowledge, beliefs and skills such as; thinking, decision-making and problem solving to analyze and function in a rapidly changing technological society. Students of Stidham School will be provided with an educational environment that strives to instill a high self esteem and sense of accomplishment in each individual student.**

**1**

**INTRODUCTION**

Students of Stidham School have the opportunity to develop both intellectual and social skills, which are imperative for conquering the many challenges of life. Regardless of future plans, this foundation is of the utmost importance to becoming a productive citizen.

The school staff is here to help students take advantage of this opportunity and assist in any possible way as they prepare for the future. It is the students' responsibility to realize the importance of the educational experience and strive to reach their intellectual potential. With students parents and school staff working together, this can become a reality, as well as an enjoyable and rewarding experience.

STUDENT IMMUNIZATIONS: State statute 1210.191(70 OS 1971) as amended states that, "NO minor child shall be admitted to any public, private or parochial school operating in this state unless such child can present to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles(rubeolarubella), mumps, poliomyelitis or is likely to be immune as a result of the disease".

It shall be the policy of the Stidham School, therefore, that parents or guardians of all children entering Stidham School present a certificate of required immunization upon school entry or present evidence the immunization process is in process.

The law provides three kinds of exemptions to the immunizations. These are as follows:

1. Medical Contradictions: A signed statement, using ODH form 216A from a licensed physician stating the physical condition of the child is such that immunization would endanger the life or health of the child

2. Religious Objection: A signed statement, using ODH Form 216A from the parent or guardian stating immunizations are contrary to the teachings of their religion.

3. Parental Objection: a signed statement, using ODH Form 216A from a parent or guardian objecting to the required immunization on philosophical grounds.

According to this legislation, it is the duty of school authorities to enforce this law by admitting only those students who have completed all immunizations required or are in the process of completing them.

**2**

THE SCHOOL DAY: The school day begins at 7:55 am and ends at 3:45pm Breakfast is from 7:15 to 7:55 am. Lunch period is from 10:30 to 12:00, each class at 20 minute increments.

BELL SYSTEM: The bells have been arranged so that the students will have five minutes before their first class and five minutes between classes throughout the day. Students are to be on time for their classes. Five minutes will not allow time for loitering.

TEXTBOOKS: All textbooks will be furnished by the school. This does not mean that each student is not responsible for the care of his/her textbooks. In the event a textbook is lost or unnecessarily defaced, the student to whom it is checked is responsible for paying for the book. The charge will be for a NEW book, since this will be the cost for the school to replace it.

LOCKERS: A locker Is assigned to each student beginning in the third grade. Lockers are subject to inspection by authorized school personnel. The school is not responsible for stolen items. Students are to keep their lockers neat at all times. Locker doors are not to be slammed and must be kept closed. Students are not allowed to put stickers or posters of any kind on their lockers. If students are unable to unlock their lockers the locks will be cut off by school personnel.

BUS TRANSPORTATION: All buses used in Stidham School meet the requirements of the State Department of Education and operate with its regulations.

Safety is stressed. All students are urged to regard the bus as a classroom as far as conduct is concerned. In order to prevent serious accidents the driver must have your full cooperation.

Students who ride the bus to and from home and while on school trips should be careful about loading and unloading. Always wait for the bus to STOP.

After a student is on the bus, he/she is under the supervision of the bus driver. The driver is a school official and has the same authority over the students as does a teacher. No student is to depart from the bus until it reaches his/her destination in the evenings.

ATTENDANCE POLICY: Students must be in attendance at least 80% of the time each grading period to receive a passing grade in any course in which he/she is enrolled.

**3**

Exceptions will be made for verifiable lengthy illnesses. However, a combination of absences due to illness and truancy which exceed 20% may result in failure.

If a parent or guardian feels there are extenuating circumstances that warrant special consideration, he/she may request a review. The review shall be heard by a panel of three consisting of the principal and two teachers. The parent or guardian must agree to be in attendance at the review. The decision of the panel shall be final, unless appealed to the Board of Education.

It is the parents/guardians responsibility to notify the office by 9:00a.m. of the day a student is absent as to the reason being absent.

The principal will be responsible for notifying teachers when this policy is to apply to a particular student and it will not be enforced without proper notification and approval from the principal.

ABSENCES: Students are encouraged not to miss school unless it is absolutely necessary. Students who wish to leave school during the day must secure permission from the principal’s office. The school discourages an absence except for personal illness, illness in the family requiring the student to remain home, death in the family or a dental or medical appointment.

THERE ARE THREE KINDS OF ABSENCES, AS FOLLOWS:

1. Excused absences which are the result of cause, as stated above. School work missed because of an excused absence may be made up for credit.

There are two requirements for an excused absence:

* 1. Students who are absent should have apparent call the office by 9:00a.m. of the day he or she is not in school and explain the situation. If this is not done, the office will make an effort to call the parent. If contact is not made by phone, a student should bring a note signed by his or her parents stating that the student was absent with their knowledge and consent. The reason must also be stated.
  2. The reason for the absence must be on which is considered valid by the school.

1. Unexcused absences are those absences which cannot be justified by reasonable cause. School work missed because of an unexcused absence may not be made up for credit. The principal or his/her designee will make the final determination as to whether or not an absence is unexcused.
2. School activity absences are those caused by participation in an authorized school activity. This kind of absence is not shown in the attendance register and admits are not required.

**4**

TARDIES: Unexcused tardies will not be tolerated. All unexcused tardies will result in missed recess or P.E. to make up for it.

TRUANCY: any student who leaves school without permission, or who is absent without the parent’s knowledge and approval, will be considered truant, and face disciplinary action.

MAK UP WORK: Students are encouraged to complete all work missed as the result of an excused absence. If this work is not made up it will be recorded in the grade book as zeros. It is the student’s responsibility to as each teacher whose class was missed for make up assignments the first day the student returns from an excused absence. Students will have the same amount of time as their absence to complete and turn in such work. If students do not make these arrangements the first day they return, teachers are under no obligation to extend the opportunity and may record zeros for work missed.

Students with health problems which cause lengthy or excessive absences from school must have their parents meet with the principal to determine what arrangements can be made to best serve the student.

TEACHER AUTHORITY: Students must remember that all school personnel of this school system have the authority over them. This not only applies during a school day, but also at any school sponsored activity at home or away.

DISCIPLINE CODE: DISCIPLINE POLICY INTRODUCTION. The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

Stidham Public School, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the tranquility of its school or the safety of its students. Furthermore, Stidham School will not tolerate acts of vandalism to school property. Students, while enrolled in Stidham School shall be under the jurisdiction of an accountable school personnel. This jurisdiction shall include going to and from such activity.

DISRUPTIVE OR INAPPROPRIATE BEHAVIOR

A disruptive or inappropriate act shall be defined as, but not limited to, inciting, encouraging, promoting or participating in activities which interfere with the educational program of the school. The following activities are example of behavior that will constitute disruptive and inappropriate acts.

Demonstrations, Sit-ins, Walk-out, Blockages

**5**

**Possession and or use of drugs and alcohol**

**Group Violence**

**Disrespect or disobedience to school personnel**

**Harassment and/or intimidation, verbal or physical,**

**of students or school personnel**

**The use of obscene, lewd or profane language (visual and /or auditory)**

**Fighting**

**Disruptive publications**

**Theft or inappropriate use of personal or school property**

**Violations of school rules and regulations**

**Public display of affection**

**Administrative response to student’s misconduct is a matter directly influencing the morale of the entire body. All disciplinary action should be based on an assessment of the circumstances surrounding each infraction (i.e. the student’s attitude, the seriousness of the offense and its potential effect on other students). This being the case, the Principal shall have the latitude to vary from this schedule, in administering punishment.**

**ALTERNATIVE PUNISHMENTS**

**In administering discipline, consideration will be given to alternative methods of punishment. In all disciplinary action, the administration should be mindful.**

**DISCIPLINE ACTION SCHEDULE**

**Nothing in this discipline schedule shall be construed to deny the student’s right to a fair and orderly hearing, appeal, counsel and due process in cases which may end in suspension or expulsion.**

**This schedule shall be interpreted by principals and their designees in a manner which they deem jus, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by definition of the limits of acceptable behavior, and to equip school personnel with possible disciplinary alternatives. The schedule is:**

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|  |  |  |  |
| --- | --- | --- | --- |
| **INFRACTION** | **1ST VIOLATION** | **2ND VIOLATION** | **3RD VIOLATION** |
| 1. Stealing | 2,4,5,7,8,9,12,13 | 2,4,7,8,9,12,13 | 8,9,12,13 |
| 2. Fighting or exhibiting quarrelsome behavior | 1,2,3,4,5,6,7,11,12,13 | 1,4,5,6,7,12,13 | 9,10,12,13 |
| 3. Destruction of property | 2,4,5,7,8,9,12,13, | 2,4,5,6,7,9,12,13 | 8,9,12,13 |
| 4. Assault physical or verbal | 2,3,4,5,6,7,9,11,12,13, | 2,4,5,6,7,9,12,13 | 6,9,12,13 |
| 5. Defiance of authority of any school employee, failure to identify self to a school employee | 2,4,5,7, | 5,7,9,10,12,13, | 9,10,12,13 |
| 6. Acts or threatened acts of terrorism | 2,4,6,7,9,10,12,13, | 7,9,10,12,13 | 9,10,12,13 |
| 7. Possession of a dangerous weapon | 2,3,4,6,7,9,10,12,13, | 9,10,12,13 | 9,10,12,13 |
| 8. Possession, use and/or distribution of alcohol or drugs | 2,3,4,5,7,9,10,12,13, | 9,10,12,13 | 9,10,12,13 |
| 9. Possession of drug paraphernalia (roach clips, etc. ) | 2,4,6,7,9,10,12,13 | 9,10,12,13 | 9,10,12,13 |
| 10. Possession or distribution of obscene material | 2,4,6,7,9,10,12,13, | 9,10,12,13 | 9,10,12,13 |
| 11, Extortion, blackmail or coercion of fellow students | 2,3,4,6,7,9,10,12,13 | 9,10,12,13 | 9,10,12,13 |
| 12. Harassment of school personnel at any time or place | 2,4,6,7,9,11,12,13, | 9,10,12,13 | 9,10,12,13 |
| 13. Repeated violation of school rules | 2,4,6,7,10,12,13, | 9,10,11, 12,13 | 9,10,12,13 |

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|  |  |  |  |
| --- | --- | --- | --- |
| **INFRACTION** | **1ST VIOLATION** | **2ND VIOLATION** | **3RD VIOLATION** |
| 1. Unexcused Tardies | 1,2,5,7 | 1,2,5,7 | 2,4,5,7 |
| 2. Disruption of class or assembly | 1,2,4,5,7 | 1,4,5,7,11 | 2,4,5,7 |
| 3. Lunchroom misconduct | 1,3,5,7 | 1,3,5,7 | 1,3,5,7 |
| 4. Other inappropriate behavior | 1,3,5,7 | 1,2,5,7 | 2,5,7,11,12,13 |
| 5. Cheating, helping someone else cheat | 1,2,5,7 | 1,2,5,6 | 2,5,7,11,12,13 |
| **INFRACTION** | **1ST VIOLATION** | **2ND VIOLATION** | **3RD VIOLATION** |
| 1. Cutting class | 1,2,5,7 |  |  |
| 2.Leaving school without permission | 1,2,5,7,11 | 2,4,5,11 | 4,6,7,12,13 |
| 3.Truancy | 1,2,7 | 2,4,6,8 | 4,6,7,12,13 |
| 4. Bus misconduct | 1,2,7 | 2,4,6,8 | 4,6,7,12,13 |
| 5.Use or possession of tobacco on school grounds | 1,5,7, |  |  |
| 6.Profanity | 1,2,5,7, | 2,5,7,11 | 4,5,7,12,13 |
| 7. Failure to follow instruction from school personnel | 1,5,7, |  |  |
| 8. Forgery of notes | 1,2,7, | 2,3,5,7,11 | 3,4,5,7,11,12,13 |
| 9. deceptive phone calls | 1,2,7 | 2,5,7,11 | 4,7,11,12,13 |
| 10. Minor defacing or damaging of school property or personal property of others | 1,2,7,8 | 2,4,7,8,11 | 4,7,8,11,12,13 |
| 11. Driving, parking violations | 1,2,7, | 1,2,7,9, | 4,7,9,11,12,13 |
| 12. Violation of school regulation | 1,2,5,7, | 3,4,5,7 | 4,7,8,9,11,12,13 |
| 13. Alternative Education. | 1,2,5,7, | 3,4,5,7, | 4,7,8,9,11,12,13 |

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The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances when this is feasible

1. Warn students (verbal or written as situation dictates)
2. Advise parents
3. Remove from class or group
4. Parental conference
5. Detention (staying in)
6. Staff committee composed of principal and teachers who have the student and who will review the record and render a written recommendation.
7. Corporal punishment
8. Financial restitution
9. Involve law enforcement
10. Refer to other social agencies
11. Probation period
12. Suspension
    1. Short-term suspension (10 school days or less)
    2. Long-term suspension (more than 10 school days)
13. Alternative School

**PROCEDURE FOR SUSPENSION OF STUDENTS**

Recent Supreme Court decisions have emphasized that education today is considered a legal right which cannot be denied without adequate reasons and proper procedures. With this in mind, there are four minimal standards which should be included in any procedure involving suspension of student.

THESE ARE:

1. An adequate notice of the charges against the student
2. Evidence to support those charges
3. A fair hearing, and
4. A decision supported by evidence
5. In view of these considerations, the Board of Education of the Stidham School District has adopted the following procedure for suspension of students.

**a. SHORT-TERM SUSPENSION (10 DAYS OR LESS)**

For purposes of this policy, Short-Term Suspensions are defined as those suspensions whose duration is for 10 or fewer school days.

Upon the determination by the Principal that a student may be guilty of behavior that warrants short-term suspension, the following procedure is to be followed:

1. Oral or written notification of the nature of the violation and the intended punishment is to be given by the Principal to the student.
2. A discussion with the Principal and student present is to be held during which the student shall have an opportunity to tell his or her side of the story.

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1. If the student denies the violation, then explanation of the evidence of the violation upon which the principal is relying shall be presented. The interview may follow by minutes of the act which caused the reaction on the part of the principal.
2. The Principal shall render a decision based on the evidence supporting the particular charge at hand. Other incidents are not to be considered here in determining guilt or innocence.
3. The Principal is to notify the student’s parent(s) of the suspension.

**b. LONG-TERM SUSPENSIONS (more than 10 school days)**

Generally, Long-Term Suspension should be preceded by:

1. At least Short-Term Suspension and

2. At least one Parent-Principal conference where the parent is advised by the Principal that further misbehavior on the part of their child could result in Long-Term Suspension.

It is pointed out, however, that if the Principal deems a student’s behavior to be sufficiently serious, the Principal shall have the authority to impose a Long-Term Suspension without either of these prior conditions being met. Upon the determination by the Principal that a student may be guilty of behavior that warrants suspension for more that ton(10) days, the following procedure is to be followed;

1. An adequate notice of the charges against the student;

2. Evidence to support those charges;

3. A fair hearing; and

4. A decision supported by evidence.

5. If the Principal determines there is cause for Long-Term Suspension, then he/she shall notify the parents or guardian within 24 hours and advise them of their right to a hearing if they desire, within 72 hours. At this hearing the student, his/her parents and legal counsel may be present. This meeting will be an evidentiary hearing where the Principal will present his/her evidence, the student, parents or legal counsel will present their evidence and the Principal will then make a decision based upon the evidence.

If the student, student and parents or parents desire to appeal the decision they may request an appeal within two (2) school days of receiving the decision.

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If the parent elects to appeal the decision and make a formal request at the Principal’s office within two (2) days of receiving the Principal’s decision, a hearing is to be scheduled at the next regular board meeting or at a special meeting called for this purpose if the situation warrants. The student shall be allowed to continue in school until such hearing is held and final disposition to the matter is made, unless the student’s presence in school is a threat to the orderly educational process or the safety of school staff members or other students. In this case, a student may be prohibited from attending school until final disposition of the matter by the Board of Education. (This decision shall be made by the Principal.)

The student and his or her parents are to be advised of the time and date of the board hearing and that they are entitled to be represented by counsel if they so choose. The Principal shall have the option of representation by counsel also.

At the time of the board hearing, evidence is to be presented by both parties. The student shall be afforded an opportunity to question his or her accusers at both the preliminary and the board hearings either personally or through counsel

Accurate minutes of both hearings are to be kept, along with all evidence as to the guilt or innocence of the student.

The Board of Education shall render a decision either upholding the suspension or revoking it. Once this is done, the matter is to be dropped unless legal recourse is taken through the Courts.

DRESS CODE: To maintain a setting that is most conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner which is appropriate for school and school activities. We certainly want any visitor to our campus to leave with a good impression of our school. When school officials feel a student is not dressed in an appropriate manner, the student will be told to correct the situation. The following are not permitted as appropriate school attire:

1. Caps, hats or other head coverings in building.

2. Bare feet, thongs, or similar type footwear.

3. Clothing designed to be worn as undergarments, such as undershirts, may not be worn as out garments.

4. Clothing with graphics or expressions not in good taste.

5. Clothing which advertise beer, wine, liquor or other beverages which contain alcohol.

6. Clothing, jewelry or accessories which pertain or relate to the use or approval of illegal drugs.

7. Bare midriff, strapless or see through garments.

8. Tank tops, muscle shirts or similar garments

9. Clothing with holes by design or accident that would draw undue attention, be considered inappropriate or interfere with the educational process.

10. Shirts, dresses, shorts, etc., must be of modest length

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**11.** Any other attire which draws undue attention to the student or in any way interferes with the education process is considered inappropriate.

The Principal will have the responsibility of determining what is or is not appropriate dress for the school setting and his/her decision will be final. Teachers who find a student’s mode of dress offensive will send them to the Principal’s office.

**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 of the flow of traffic.

Noise and confusion in the halls will not be tolerated. Shouting, whistling, running, scuffling, etc. will result in disciplinary action.

**ASSEMBLIES:** Students are expected to be attentive and courteous at all times. Misbehavior during assemblies will result in disciplinary action.

**LUNCH ROOM:** The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one would expect to find in the home. Some simple rules of courteous behavior which must be observed are:

1. Go directly to the Cafeteria at the bell

2. No cutting ahead in the lunch line

3. Observe good dining room standards at the table

4. Leave the table and surrounding area clean and orderly

5. Put trash in proper containers.

6. Finish eating before leaving the Cafeteria

DO NOT TAKE FOOD OR DRINKS WITH YOU

7. Those going to the salad bar must go through the line

**MP3 PLAYERS:** Students are not allowed to bring MP3 players, or any related technological devices to school in any shape, form or fashion except cell phones.

Cell Phones must be placed in lockers upon arrival and are subject to be confiscated and content searched if there is reasonable suspect of wrong doing. If students abuse the policy phones will have to be turned in upon arrival each day.

**TOBACCO PRUDUCTS:** Students are not permitted to use or be in possession of any tobacco or vape product on the school campus or while participating in school sponsored activities. This includes travel to and from such activities. (State Law).

**POP MACHINES OR OTHER VENDING MACHINES:** Pop machines may not be used before lunch. Use them at noon break and after noon break.

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**SOLICITATION:** Students will not be permitted to promote or participate in the raising of funds for any organization or purpose not associated with the school and sanctioned by the Principal

**VISITORS ON CAMPUS:** All visitors to the school campus must check in at the Principal’s office. If visitors do not have legitimate business at the school, they have no business at the school. There are to be NO student visitors in our school without prior approval from the Principal.

**LIBRARY POLICY:** the first and chief responsibility of the library aides are to serve you promptly and accurately.

Books should be checked out during the designated library hours. We have an open-stack policy, where students may browse through the stacks and find their own books.

Return all borrowed library materials to the circulation desk. Do not put the borrowed book in the stacks

Reserve books, newspapers, magazine and vertical file materials are to be used only in the library unless special permission is given.

All non-reserve books are checked out for two weeks. Renewals for additional weeks are permitted on each book, and then must be returned to the library.

If a book is lost or badly damaged, check with the librarian for the replacement cost.

Students are not to check out audio-visual materials. They are not to handle the materials unless prior arrangements have been made with the library aide.

**GRADING:** Grades will be entered in the teacher’s grade book as numerical values and then converted into letter grades at the end of the grading period. The following conversion table will be used:

**GRADE**

**A………………………………………………………………………………90-100**

**B………………………………………………………………………………..80-89**

**C………………………………………………………………………………..70-79**

**D………………………………………………………………………………..60-69**

**F………………………………………………….………………………BELOW 60**

**EXAMINATIONS:** Comprehensive nine weeks test will be given at the end of the first and third nine weeks and will count ¼ of the nine weeks grade for those periods. Comprehensive semester test will be given and count 1/5 of the semester grade. Each student is to receive at least on grade per week. Students will not be permitted to take their first and second semester test early. The must be taken when scheduled, unless otherwise approved by the Principal.

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**REPORT CARDS:** Report cards will be distributed on Wednesday of the week following the ninth week of each grading period**.**

**VALEDICTORIAN-SALUDITORIAN:** The Valedictorian will be selected on the following basis: The only criteria for selection will be that of grade point averages, utilizing the following scale. A=4 B=3 C=2 D=1 F=0. The second highest student scholastically will be Salutatorian.

**FIRE DRILL:** The signal for a fire will be several short blasts of an air horn lasting at least 30 seconds. All clear will be two short blasts of the air horn. Students will follow directions of their teachers and move to the outside of the building. The teachers will call roll outside the building. There will be two fire drills each semester.

**TORNADO DRILL:** The signal for an approaching storm or tornado will be one long blast of the air horn for at least 30 seconds. All clear will be two short blasts of the air horn. Students will follow directions of their teachers and move toward the cellar. Students will walk, not run. The teacher will call roll in the cellar

**LOCK DOWN DRILL**: The signal for a lock down drill will be a verbal command on the intercom or in person by the Superintendent or his designee. Teachers and students will follow lock down directions given at that time.

**SEVERE WEATHER-SCHOOL CLOSING:** In case of severe weather, the official announcement for school closing may be heard over the radio or TV Stations.

**DISPENSING OF MEDICATION:** In order for a child to take medication in school, the following procedures must be followed

1. Written authorization from the family doctor

2. Written permission from the parent.

3. Labeled bottle of mediation including the child’s name, dosage and time medication is to be given. Any possible side effects and precautions should be listed. This labeled bottle of medication must be hand delivered to the Principal’s office by the parent

4. Aspirin, Tylenol, etc. will not be given out at school by any school personnel without permission from the parents.

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**STUDENT ILLNESS**

For your child’s protection and that of the other children in the school, we request that you keep your child home if he/she is running a temperature above 100 degrees, has other symptoms of a communicable disease, or has a severe upset stomach. It is best to leave the child at home under these circumstances. Please be sure the school secretary has a phone number where you can be reached during school hours in case your child becomes ill at school.

**RETENTION POLICY**

ATTENDANCE: In order to receive credit, a student must be in attendance so as not to have missed more than 20% per semester in any class they are enrolled in. Attendance begins with the first day of class at Stidham Schools. A combination of excuses due to illness, truancy, parental excuse, and unexcused absence may result in retention.

If a parent or guardian feels there are extenuating circumstances that warrant special consideration, he/she may request an appeal.

The appeal shall be heard by a panel of the teachers and principal. The parent or guardian must agree to be in attendance at the appeal. The decision of the panel shall be final, unless appealed to the Board of Education.

Documentation for doctor’s appointments, dental appointments, hospital stays, and doctor’s order to stay home will need to be provided to the committee for review. The more documentation provided, the greater the chance of a successful appeal. Documentation for doctor’s appointments must be turned into the office within 5 days of the appointment.

**ABSENCES:** Students are encouraged not to miss school unless it is absolutely necessary. The school discourages any absence except for personal illness. Illness in the family requiring the student to remain home, death in the family, or dental or medical appointment. Special situations may be excused by the Principal on a case-by-case basis, if this is brought to the Principal’s attention prior to the absence.

**MAKE-UP WORK:** Students are encouraged to complete all work missed as the result of an absence. Students have one day for every day they were absent plus one day to make up work. Example: A student misses 3 days

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He/She will be given 3 days plus 1 for a total of 4 days to get their makeup work in. Parents requesting work for students absent from school should do so by 10:00 a.m. to give teachers ample time to get it to the office before parents pick it up at 3:00 p.m.

**PROMOTION/RETENTION:** The Board of Education of the Stidham School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighted in determining whether to promote a student to the next grade or retain him/her in the same grade for an additional year, has established a uniform procedure to be followed in cases where retention is appropriate. This policy also establishes an appeal procedure by which parents may challenge the decision to retain a student at his/her present grade level.

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, the Principal and additional personnel who may be assigned by the Principal or Superintendent when appropriate.

Supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on: testing which covers the subject matter present to the student; assignments directly related to the subject matter being taught; student’s level of maturity; attendance record, and teacher recommendation.

The student and the parent must be aware of the possibility of the student’s impending retention. Any student in danger of being retained shall be notified prior to the end of the school year that his/her performance is insufficient, and the student’s parents will be mailed a written notice. The school staff will make every effort to help the student improve their academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board of Education and the Superintendent.

Any parent may request reconsideration of a retention decision by taking the following steps

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**1st LEVEL OF APPEAL**: The parent may request review of the initial decision by letter to the superintendent. If no request review is received within 5 days of the parent’s receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

**FINAL LEVEL OF APPEAL:** The parent may request review of the superintendent’s decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within 5 days of the parent’s receipt of the superintendent’s written notification of his/her decision, the superintendent’s decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed

The Board’s decision will be final and non-appealable. If the parent disagrees with the Board’s decision, he or she may prepare a written statement stating the reason(s) for the disagreement, which will be placed in and become a part of the student’s permanent cumulative record.

**THE READING SUFFICIENCY ACT OF 2005** States that beginning in 2008 a student must be reading on a third grade level by the end of the third grade year before advancing to the fourth grade. For this reason, students in grades K through Third grade will be retained if receiving an unsatisfactory score in reading at least two or more of the tested areas.

A reading proficiency team will supply information for any student scoring unsatisfactory on the 3rd grade OCCT test.

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Below is a table with the requirements for each grade. Students not attaining these levels will automatically be recommended for retention.

A summer reading academy will be offered for those below grade level and students will be strongly encouraged to attend it or some other acceptable summer reading program

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Classroom  Performance | Dibbles  Testing | BEAR  Testing | STAR  Reading | STAR  Math | Achieve  Test  Reading or Math |
| Kindergarten | Teacher Observation | PSF – 20+NWF-17+ | 70% Accuracy or Above |  |  |  |
| 1st Grade | Teacher Observation | ORF- 20+wpm | 70% Accuracy or Above | 1.5 GE  Or above | 1.5 GE  Or above | 1.5 GE  Or above |
| 2nd Grade | Teacher Observation | ORF- 68+wpm | 70% Accuracy or Above | 2.5 GE  Or above | 2.5 GE  Or above | 2.5 GE  Or above |
| 3rd Grade | Teacher Observation | ORF- 90+wpm | 70% Accuracy or Above | 3.5 GE  Or above | 3.5 GE  Or above | 3.5 GE  Or above |
| 4th Grade | Teacher Observation | ORF- 105+wpm |  | 4.5 GE  Or above | 4.5 GE  Or above | 4.5 GE  Or above |
| 5th Grade | Teacher Observation | ORF- 115+wpm |  | 5.5 GE  Or above | 5.5 GE  Or above | 5.5 GE  Or above |
| 6th Grade | Teacher Observation | ORF- 120+wpm |  | 6.5 GE  Or above | 6.5 GE  Or above | 6.5 GE  Or above |
| 7th Grade | Teacher Observation |  |  | 7.5 GE  Or above | 7.5 GE  Or above | 7.5 GE  Or above |
| 8th Grade | Teacher Observation |  |  | 8.5 GE  Or above | 8.5 GE  Or above | 8.5 GE  Or above |

Parents will have the option of having their child retested in August prior to the next school year to see if he/she has attained the appropriated level. If the appropriate level is reached the student will be allowed to promote to the next grade. If not, the student will remain in the current grade.

The same procedures listed previously for appeal of a student retention are in place and the Board of Education will make the final decision.

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**STIDHAM SCHOOL FAMILY**

**EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**The Stidham School District has developed Policies/Procedures designed to meet the provisions of Family Educational Rights and Privacy Act (FERPA)and the Policies and Procedures for Special Education in Oklahoma. These Policies/Procedures are located in the Stidham School District Policy/Procedure Manual, the Stidham School Special Education District Plan and the Stidham School District Student Handbook, a copy of which is given to students to take home.**

**Copies of this School Board approved district Policy/Procedures are available for inspection and review in the Principal’s/Superintendent’s office and copies of the Special Education District Plan are available for inspection and review in the Special Education/Services Coordinator’s Room.**

**Location of Education Records in the Stidham School District are as follows:**

**Cumulative Folder Records, Achievement Test Scores, Permanent Record Cards, principal’s/Superintendent’s office; Parents or eligible students 18 years and older, see Superintendent or School Secretary, or Principal regarding information contained.**

**Confidential Records, Psychological Evaluation Records, Special Test Records, Special Education Records and Education Records and Education Program Records; Special Education /Services Coordinator’s Room, parents or eligible students 18 years and older, see Special Services Coordinator or Superintendent regarding information contained. Copies of Educational Records may be requested from the School District Superintendent. There will be no fees charged for copies of records.**

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The district destroys records after 5 years.

This district keeps a record of disclosure concerning confidential information collected, maintained or used under the lay (34 CFR 300.563(c). The record of access includes names of the party, date access was given, and the purpose for which the party was authorized to use the records. Records of access are contained in student cumulative files in the Principal/Superintendent’s Office and in confidential files, inclusive of psychological records, Special Ed. Records, student Special Ed. Folders/files in the Special Education/Services Coordinator’s Room, and when necessary in the Speech/Lang. Pathologist’s Room.

Cumulative and health records are forwarded to Eufaula School District after Stidham 8th grade students graduate from Stidham School District.

Psychological Evaluation Records, Special Test Records, Special Education Records, and Individualized Education Program Records are treated as confidential records and are stored and maintained in the Special Education/Services Coordinator’s Room. Permanent Record Cards, Achievement Test Scores and Group Intelligence Test Scores are permanently stored in the Stidham School Vault. Education records can be released without consent when released to parties with legitimate educational interest; requests from a previous school district a student attended, through use of State Department Education SDE form 10-Authority to Transfer Education records. Further disclosure of the records will be in accordance with 34 CFR 99.31.

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. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District received a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent, or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. The should write the school Principal clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them or 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 disclosures of personally identifiable information

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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 legitimated educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

Upon request, the District discloses education records without consent to officials at another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request).

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

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC. 20202-4605

For further information regarding Stidham School District FERPA Policy contact the Superintendent or Special Services Coordinator at Stidham School District 113074 S 4110 Rd. Eufaula, OK 74432 or call at 918-689-5241

STATEMENT OF POLICY, DRUG-FREE SCHOOL

1. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety and well being of student, employees, and community as a whole, the Stidham Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-8.
2. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
3. Standards of conduct that are applicable to all Stidham School students, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

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1. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph “C” above, will be consistent with local, state, and federal laws, up to and including probation, suspension and expulsion, as well as referral for prosecution. Completion of an approximate rehabilitation program may also be recommended.
2. Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.
3. Standards of conduct as outline in Paragraph “C” and disciplinary sanctions in Paragraph “D” will be a part of Notification to parents and student:

“The Drug Free Schools and Communities Act Amendment, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. (Federal Regulations can be examined through the school office).

Students and employees who possess, use or distribute illicit drugs including anabolic steroids- or alcohol shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students and employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable laws.

**PROHIBITION OF ELECTRONIC PAGING DEVISES**

**DANGEROUS WEPONS, DANGEROUS SUBSTANCES (DRUGS)**

No student of Stidahm Public School shall possess an electronic paging device, dangerous weapons or controlled substances. When said pupil is on any part of the school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school. Electronic paging devises may be approved with the prior consent of both parent or guardian and school Principal upon showing of medical necessity or other appropriate circumstances as specified in the rules and regulations.

The Principal, teacher of security personnel of Stidham Public School upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil while said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled substnaces, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, nonintoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, Electronic pages devices, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a

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school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, and person to be of same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student’s clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The Stidham School Principal, teacher or security personnel searching or authorizing the search shall have the authority to detain the pupil to the searched and to preserve dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices or missing or stolen property.

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

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks or other school property.

**STATEMENT OF POLICY – GUN FREE SCHOOLS**

In Recognition of the clear danger resulting from use of weapons, (fire arms as defined in Section 921 of Title 18 of the United States Code) and in good faith effort to promote the health, safety, and wellbeing of students, employees, and community as a whole, the Stidham Board of Education has developed the following discipline policy relating to students who bring weapons to school

Students are hereby notified that the bringing of weapons on the school premises or at any school activities constitutes an expulsionary act. Any student which

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Brings a weapon on school premises or at a school sponsored activity will be expelled for a period of not less than one year. The principal will determine the expulsion on a case-by-case basis. The student may also be referred for prosecution.

**SAFETY PROGRAM**

The Superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school sponsored events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected and students. The committee will study and make recommendations to the Principal concerning unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school.

**STUDENT ACTIVITIES ELIGIBLITY POLICY**

To be eligible to participate in activities involving other schools a student must be passing in at least three regular classes. The student must be attending classes at least 80% of the time. This applies to all students in any school sponsored activity (basketball, music, etc. ).

Teachers will submit failing lists to the office each Friday. If a student is failing in more than one solid subject, the student may not participate in any school activity during the following week.

Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence account for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and

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Satisfy the requirements for same before again becoming eligible

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

**ASBESTOS STATEMENT**

1. Stidham School was tested and found to be asbestos free
2. No asbestos materials will be used as building materials in Stidham School.

**NOTICE TO PARENTS REGARDING**

**CHILD IDENTIFICATION, LOCATION**

**SCREENING & EVALUATION**

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

**REFERRAL**

Preschool children ages three through five and students enrolled in K-12who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools.Local school districts and the Regional education service centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through two years of age or for special education and related services beginning at three years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number 91-800-42OASIS), also provides statewide information and referrals to local schools and other service providers.

**SCREENING**

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

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1. READYNESS SCREENING Personally identifiable information is collected on all kindergarten and first grade students participating in school wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of this screening are made available to parents or legal guardians, teachers and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child’s parent or legal guardian.
2. EDUCATIONAL SCREENING

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district. Educational screening is implemented for all first grade students each school year. Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian or teacher. Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry.

**EVALUATION**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The terms mean procedures, used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services proposes.

**COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

Educational records containing personally identifiable information collected by schools in the identification, location, screening and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school districts administrator.

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

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**To inspect the student’s education records;**

**To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student’s privacy or other rights;**

**To consent to disclose education records, except where consent is not required to authorize disclosure;**

**To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington D.C. 20202, concerting the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67); and**

**To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.**

**Before any major identification, location or evaluation, schools shall provide notice to parents. Accommodations for other languages or mean of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.**

**For further information, contact the following person at your local school:**

**ANGELIA YANDELL**

**SUPERINTENDENT**

**918-689-5241**

**113074 S 4110 RD**

**EUFAULA, OK 74432**

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**REGULATIONS FOR**

**PROFICIENCY BASED PROMOTION**

**(Approved by State Board of Education on June 24, 1993)**

1. **Proficiency Based Promotion**
2. **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.**
3. **Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance.**
4. **Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 700 S. 11-103.6:**
5. **Social Studies**
6. **Language Arts**
7. **The Arts**
8. **Languages**
9. **Mathematics**
10. **Science**
11. **Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.**
12. **Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.**

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**3 STRIKES AND YOU’RE OUT**

**AFTER SCHOOL PROGRAM POLICY**

The stidham after school program will take place from 3:40 until 5:30 p.m. Monday through Thursday. It is the responsibility of the parent/guardian to pick up the student prior to 5:30 p.m. (Stidham School Time). Failure to pick the student up prior to 5:30 p.m. will result in the reporting of the tardiness to the office where a strike will be placed against the student in regards to the Stidham after school program. After the third time a parent/guardian has failed to pick the student up before 5:30 p.m. the 3 strikes and you’re out policy will be invoked and the student will no longer be allowed to attend the Stidham after school program. All parent/guardian protests must be made to the office. Stidham School Superintendent will entertain all such protests and will make all final decisions in regards to the Stidham after school program.

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