WELCOME TO STILWELL GRADE SCHOOL

We are most happy to be able to send you this Handbook for Parents. The Stilwell Grade School community of Staff, Students and Families work together as a TEAM! Together Everyone Achieves More. All too often the home and the school are looked upon as two functioning entities separated by a student. Sadly, this is quite often true. It is with the hope of bridging this gap that this handbook was prepared. Within these pages you will find the rules of our school, an explanation of the services we offer and our expectations for the education of your child. You will also find specific directions for implementing any of the procedures necessary for your involvement in our school. We hope you will find this information useful. We look forward to serving you and your children throughout the coming year. If we may be of service, please contact us at the numbers you will find within this, your Handbook for Parents.

PHILOSOPHY AND GOALS OF STILWELL PRE-SCHOOL & KG

For many this will be the beginning of your child’s educational experience. This will be a time of adjustment for both you and your child but we feel certain that at the end of our time together you will be happy with the difference the next nine months will make.

We share the responsibility of modeling and teaching the essential academic and life skills necessary to encourage our students to become responsible, contributing members of society.

We strive to cultivate a safe and nurturing environment where all students are not only accepted, but are unique individuals and by building upon each child’s strengths and abilities, all children can be successful learners. We believe that children learn in an engaging, safe, and consistent environment supported by a trained, caring, and responsive staff. Each child is encouraged to reach his/her potential in an atmosphere that supports taking risks and learning from the outcome of their actions. Children need a variety of experiences that include daily opportunities to participate in small and large group activities which encourage, reading, math, language, thinking skills, social and muscle development.

PHILOSOPHY AND GOALS OF STILWELL GRADE SCHOOL

We believe the philosophy of education at Stilwell Public Schools is to develop to the fullest the total individual within the framework of our present automated and democratic society. We believe education is the process through which the students may grow into a self-sustaining individual and be an asset to his/her family, community and country. We believe that education is a process guaranteed to each individual regardless of race, sex, creed, religion, abilities and capabilities. This education should promote positive direction through development of skills in academic, cultural, athletic and extracurricular activities. This will enable students to develop intellectual, social, physical, emotional and moral characteristics which will prepare each individual to meet the future with the ability to function as an effective citizen.

PRE-SCHOOL & KG MISSION STATEMENT

It is the mission of Stilwell Schools to produce students that learn best when they have opportunities to explore their world with adults encouraging and guiding growth and development. As educators, we will create a home/school partnership where parents and teachers work together to install a lifelong appreciation of learning in our students by actively engaging them in the learning process.

STILWELL GRADE SCHOOL MISSION STATEMENT

It is the mission of Stilwell Schools to produce students who can make use of their individual talents and abilities to become productive, cooperative citizens who can think, work, and learn to make the world in which we live a better place, both now and in the future.
STILWELL GRADE SCHOOL MISSION STATEMENT

Students Growing Successfully
As Life-Long Learners

STILWELL GRADE SCHOOL PHILOSOPHY

It is the fundamental goal of Stilwell Elementary to provide all students with an equal opportunity to acquire an education suited to their unique abilities and needs. In doing so, teaching strategies and approaches designed to create student interest and challenge the wide range of abilities in the classroom will be implemented. Each student will be challenged to develop mental and physical skills, to acquire important knowledge in the basic academic fields and in developing a sense of self-worth and responsible personal behavior. Students will also be provided with experiences designed to develop attitudes, skills, and behaviors essential for effective human relationships and good citizenship. We believe that by working together with parents, the community, and other schools within our system, these goals will be met.

STILWELL GRADE SCHOOL OBJECTIVES

The objectives of SGS are:

1. To provide teaching-learning experiences this will help students to increase their knowledge in the basic academic areas.
2. To provide an appropriate classroom environment and teaching-learning experiences for all students.
3. To work cooperatively with parents and community to help students to develop appreciations, attitudes, interests, habits, and behaviors exhibited in lifelong learners.
4. To meet the needs of special students’ strengths and weaknesses.
5. To provide teaching-learning experiences that will encourage students to think critically and creatively.
6. To provide teaching-learning experiences which will help students to speak and write well enough to convey their thoughts and ideas.
7. To provide teaching-learning experiences that will encourage students to work cooperatively and productively with others.
8. To provide teaching-learning experiences which will help the student develop a positive self-concept, responsible personal behavior, and a sense of moral values.
9. To provide teaching-learning experiences which will help students develop the habits and behaviors which lead to good health and physical fitness.
STILWELL GRADE SCHOOL CREED

I am a Stilwell Grade School Student.
I am proud of who I am.
There is no one else I’d rather be.
I will commit to being the best I can be.
I want to learn. I can learn. I will learn!
I’m proud of my achievements and I learn from my mistakes.
I am responsible for my own actions.
I will have respect for myself and others.
I take pride in being a Stilwell Brave.
I am the future.
I am a WINNER!

BOARD OF EDUCATION

Jess Merriott
Donna Wheeler
Delores Martin
Bill Muskrat
Sandy Ritter
Trisha Christie

President
Member
Clerk
Member
Member
Treasurer

ADMINISTRATION

Geri Gilstrap
Mark Lea
Ramona Ketcher
Rachelle English

Superintendent
Principal SGS
Principal Pre-School & Kindergarten
Special Services Director
# Stilwell Grade School Faculty and Staff

## Pre-School
- **Tina Martinez**
  - Pre-School - 3's
  - Assistant
- **Claire Presley**
- **Jessica Hardbarger**
- **Jessica Kimble**
- **Lindsey Eubanks**
- **Casey Kester**
- **Jenelle Baird**
- **Kate Varner**
- **Sandra Campbell**
- **Kris Leatherwood**
- **Georgia Butler**
- **Susan Croy, Felicia Perez**
- **Lori Fletcher**
- **Shelia Killer**
- **Melissa Littlejohn**

## KG
- **Penny Bode**
- **Julie Bowen**
- **Nancy Gardenhire**
- **Vicki Sawney**
- **Jen Terrell**
- **Shannon Parker**
- **Jen Terrell**

## SGS
- **Pre-First**
  - **Stacie Hammons**

## First Grade
- **Maranda Long**
- **Julie O'Field**
- **Kim Thomas**
- **Dian Walker**

## Second Grade
- **Cindy Brown**
- **Lawrence Fourkiller**
- **Lacee Knapp**
- **Seth Richardson**

## Third Grade
- **Jody Davis**
- **Charity Morrison**
- **Morgan Turner**
- **Heidi Vanderheiden**

## Fourth Grade
- **Jody Carson**
- **Sharon Coleman**
- **Tiffany Fishinghawk**
- **Amanda Fourkiller**
SPECIAL CLASS PERSONNEL
Justin Denny
Heather Denny
Mandy Richardson
Kristina Crittenden
Mikah Glass
Denton Hardbarger
Russ Turner

Computer Lab
Library
Art
Music
Cherokee
Athletics/P.E.
P.E.

OTHER STAFF
Louise Catron
Rita Christie
Shamekah Hargis
Matt Samargis

SGS/SMS Nurse
Reading Coach
ELL/Cherokee Pride Teacher
Counselor

SPECIAL SERVICES PERSONNEL
Shelia Crittenden
Sky Davidson SGS
Rachel English
Dana Cochran
Rachel Hummingbird
Dawn Martin
Tish Martin
Tonya Means
Trisha Toney
Greg Walker

918-696-6161
Speech
Special Ed. Teacher
Director of SS/Psychologist
Special Ed. Teacher
Speech
Counselor
Assistant
Special Education
Assistant
Special Ed/KG Physical Ed

SUPPORT PERSONNEL
Vicki Allen
Vince Cochran
Deb Crittenden
Renee Thompson
Marcie Ketcher
Alonna Kittrell
Jennifer Littlefield
Samantha Luther
Donna Ruben
Laura Samargis
Thurman Scott
Sara Wofford
Rose Essary

Nurse Assistant
SGS/SMS In School Detention
SGS Teacher Assistant
Secretary
Day Care
Assistant
Reading Lab
ELL/Cherokee Pride Assistant
SGS Custodian
Assistant
Cafeteria Custodian
SGS Teacher Assistant

OTHER

Test Coordinator

COOKS Cafeteria
Becky Clark, Supervisor of Food Services

918-696-2015

IMPORTANT PHONE NUMBERS

Stilwell Pre-School

PHONE  FAX
918-696-4228  918-696-3821
519 West Oak Stilwell, Ok 74960
Pre-School & KG 21st CCLC Afterschool program 918-696-4228 918-696-3821
519 West Oak Street, Stilwell, OK 74960

Stilwell KG Center 918-696-6976 918-696-5593
520 West Oak Stilwell, Ok 74960

Stilwell Grade School Office  918-696-7656 918-696-6040
Line 1
10 South 6th Street Stilwell, Ok 74960

SGS Counselor Office  918-696-2848 918-696-2963
Line 3

SGS 21st Century Community Learning Center/Boys & Girls Club 918-797-2001
Jerry White Activity Center, 150 North 6th Street, Stilwell, OK 74960

SGS New Gym 918-696-5523

SGS & SMS Cafeteria Sodexo 918-696-2015

Stilwell Middle School 918-696-2685 918-696-7761
12 North 7th Street Stilwell, Ok 74960

SMS Counselor Office 918-696-2848 918-696-2963

Special Services Office 918-696-6161 918-696-6824
520 West Division Stilwell, Ok 74960

Bus Barn/ Director of Transportation  918-696-7113 918-696-8148
700 West Oak Stilwell, Ok 74960

Stilwell High School 918-696-7276 918-696-4695
1801 West Locust Stilwell, Ok 74960

SHS Counselor Office  918-696-3621 918-696-8796
Line 1
Line 2 918-696-2615

SHS Field House/Stadium 918-696-3237
5th & Poplar Stilwell, Ok 74960

SHS Basketball Gym 918-696-4158

SHS Registrar/JOM Office 918-696-2178 918-696-5147

SHS Vo-Ag 918-696-8654

Superintendent’s Office 918-696-7001 918-696-2193
1801 West Locust Stilwell, Ok 74960
2020-2021

BUS DRIVERS
BJ Latta - Director of Transportation 918-696-0639
Wayne Gillispie - Mechanic 918-905-0629

Bus Barn 696-7113  Fax # 696-8148

Bus # 1 Dale Winkler 918-696-9472
(North of City, Sky Wood, Sierra Estates, Chalk Bluff, Piney)

Bus # 2 Robin Kimble 918-575-7857
(Rock Springs, Honey Hill, Elm Grove, Bethel)

Bus # 3 Danny Carson 918-575-3483
(Stoney Point, Goat Hill, Wauhillau, Baird's Market, Rabbit Trap, Titanic)

Bus # 4 Brandy Girdner 918-575-4205
(England Hollow, Whitmire, South Christie, Mulberry Hollow)

Bus # 5 Jeff Carson 918-575-2984
(Sally Bull Hollow, Bell, Oak Ridge, Ketcher Mountain)

Bus # 6 Denton Hardbarger 918-696-6023
(East and West Peavine, Baron)

Bus # 9 Greg Walker 918-575-1470
(Farfield, South Side Hwy 51 East, City limits to Arkansas)

Bus # 11 Justin Denny 918-696-6620
(Horn, Pilgrims Rest, City of Stilwell, Doyle’s)

Bus # 12 Dallas Essary 918-696-1571
(Standpipe Hill, Zion, Cherry Tree, Hogner Heights)

Bus # 14 Don Waldrop 918-696-6466
(Hwy. 100 East to Arkansas Line, Workman Mountain & Behind Schawns)

Bus # 16 BJ Latta  (Handicap Bus) 918-696-7851
Snow Routes

Snow routes will be used only when absolutely necessary. Please be aware that times are approximate and students should be at their designated pickup area at the earliest time given. If we find it necessary to run snow routes, every effort will be made to announce it through both television and the school alert system.

**Bus 1:**
- Riders north and west of Piney Cemetery at the Piney slab, north of Fourkiller Church from 6:30-6:40
- Riders on the East Piney Road at the old Oak Grove Church from 6:50-7:00
- Riders behind Ogden's Heat & Air will be picked up at Chalk Bluff Store from 7:05-7:15
- Rest of route is normal

**Bus 2:**
- Riders on Bethel Road will run as usual
- Fog Hollow riders will need to come to Bethel Road at their normal time
- Honey Church riders will get picked up 6:45-6:55
- Elm Grove Church riders at 7:05-7:15
- All riders from the top of Elm Grove?????
- Rest of route is normal

**Bus 3:**
- Will meet riders from Walkingstick Road at 6:30-6:40 at Hwy 51
- All riders north of Hwy 51 will be picked up at Freewater Baptist Church from 6:50-7:00
- All riders from Davis Ranch will be picked up on Wauhillau Road at 7:05-7:10
- Rest of route is normal

**Bus 4:**
- All riders from Doyle Hollow at Twin Bridges at 6:35-6:45
- Route to Sanders Church will run as usual
- Old Chimney will be next pickup at 7:00-7:10 for riders south of Sanders Church
- Mulberry Hollow riders will meet the bus on Hwy 51 at 7:20
- Rest of route is normal
**Bus 5:**
Riders south of Bell School will be picked up at Bell School from 6:50-7:00
Route will be regular until community building
Then all riders will be picked up on Salem Road wherever their road intersects with Salem Road

**Bus 6:**
All riders down England Hollow Road will be picked up at Hwy 59 from 6:30-6:40.
Rest of Bus 6 highway stops will be normal
Fourkiller Mt. will run as usual
All riders east and west of the crossroads will be picked up at the crossroads at 6:50-7:05
Fairfield will run as normal

**Bus 9:**
All runs as normal

**Bus 11:**
Normal route except for Pilgrim Rest who will be picked up at the old Curves Building at 7:00

**Bus 12:**
Normal route except for Killer Mt. who will be picked up at Hwy 59 at their normal pickup time

**Bus 14:**
Workman Mt. riders picked up at Murphy’s Store at 6:40-6:50
Rest of route runs as normal
PICTURE SCHEDULE 2020-2021

TBD

PROGRAM SCHEDULES

A DVD of your child’s program will be available if you would like to purchase one - please send $10.00 or you may pay the day of the program. All DVD orders must be pre-paid!

4th Grade Program @ SGS Old Gym
October 22nd 9:00 - Pre-School & KG  1:00 - Pre-1st - 3rd Grade  6:00 - Parents & Guests
**Students may stay in Boys & Girls Club if you need them to.

3rd Grade Veterans’ Day Program @ SGS Old Gym
November 11th 9:00 PK-Pre-First 1:00 pm  1st, 2nd & 4th Grade  6:00 - Parents & Guest
** Students may stay in Boys & Girls Club if you need them to

1st Grade Program @ SGS Old Gym
December 10th 9:00 am Pre-K & Pre First  6:00 pm Parents & Guest
December 11th 9:00 am 2nd, 3rd & 4th Grade
**Students may stay in Boys & Girls Club if you need them to

4 year olds Program @ SGS Old Gym
February 4th 9:30 am - Parents & Guests

2nd Grade Program @ SGS Old Gym
February 25th 9:00 - Pre-School & Pre-1st  1:00-1st, 3rd - 4th Grade  6:00 - Parents & Guests
**Students may stay in Boys & Girls Club if you need them to.

Talent Show @ SGS New Gym
March 10th 12:00 - KG - 4th Grade (New Gym)  Concession Stand will be available

3 year olds Program @ SGS Old Gym
April 15th 9:30 am - Parents & Guests

Pre-1st Program @ SGS New Gym
April 29th 9:00 am Parents & Guest

KG Program @ SGS New Gym
May 6th 9:30 am Parents & Guest
### AUGUST 2020
- 5th: Staff Breakfast & Professional Development
- 6th: Professional Development
- 7th: Professional Development
- 10th: Staff Workday
- 11th: Teacher Work Day 10AM - 2PM
- 9th: Professional Development
- 12th: Students Report
- 31st: Enrollment Packets & Documents due in office

### SEPTEMBER 2020
- 7th: No School-Labor Day
- 8th: No School-Professional Development
- 11th: Leader In Me Assembly 9:00 New Gym

### OCTOBER 2020
- 9th: End of 1st Quarter
- 9th: Leader in Me Assembly 9:00 New Gym
- 12th: 2nd 9 weeks begin
- 13th: Parent Teacher Conferences 3:30-6:30
- 15th: No School, Parent-Teacher Conference 8:00-11:00
- 16th - 19th: Fall Break
- 22nd: 4th Grade Program 9am, 1pm & 6pm

### NOVEMBER 2020
- 6th: Leader In Me Assembly 9:00 @ New Gym
- 11th: Veterans Day
- 11th: 3rd Grade Program 9am, 1pm, 6pm
- 23rd - 27th: Thanksgiving Break
- 26th: Thanksgiving

### DECEMBER 2020
- 4th: Leader In Me Assembly @ 9:00
- 10th: 1st Grade Program 9am, 6pm
- 11th: 1st Grade Program @ 9:00
- 18th: End of 1st Semester
- 19th - Jan. 3rd: Christmas Break

### JANUARY 2021
- 4th: Beginning of 4th 9 weeks
- 15th: Leader In Me Assembly @ 9:00
- 18th: No School, Holiday
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<th><strong>FEBRUARY 2021</strong></th>
<th><strong>MARCH 2021</strong></th>
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<tr>
<td>4th PK 4's Program @ 9:30 Old Gym</td>
<td>5th End of 3rd 9 weeks</td>
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<td>12th Leader In Me Assembly 9am</td>
<td>5th Leader in Me Assembly 9am</td>
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<tr>
<td>15th No School, Holiday</td>
<td>8th 4th 9 week begin</td>
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<td>25th 2nd Grade Program 9am, 1pm, 6pm</td>
<td>10th Talent Show</td>
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<td>11th Parent Teacher Conference 3:00-9:00</td>
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<td>12th NO School</td>
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<td>15th - 19th Spring Break</td>
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<tr>
<th><strong>APRIL 2021</strong></th>
<th><strong>MAY 2021</strong></th>
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<tr>
<td>2nd No School Holiday</td>
<td>6th Leader In Me Assembly @ 9:00</td>
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<td>9th Leader in Me Assembly 9am</td>
<td>6th KG Program 9:30</td>
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<td>15th 3 year old Program 9:30am</td>
<td>7th NO School</td>
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<td>29th Pre-1st Program 9am</td>
<td>20th End of Semester....LAST DAY FOR STUDENTS</td>
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<td>21st Professional Development</td>
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<th><strong>JUNE 2020</strong></th>
<th><strong>JULY 2020</strong></th>
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**SUMMER BREAK**
VISITORS

We are PROUD that we are a lock-down school. Just a reminder- ALL doors will be locked and you must be buzzed in by the office before entering. Parents are an important part of our school and we welcome you to come and visit; however, Due to safety issues and other safety concerns, court orders, protective orders, and DHS Safety Plans, parents and visitors WILL NOT be allowed to attend students parties held by the teacher in the classrooms. These include such parties as but not limited to Fall Party (Halloween), Christmas, Valentine and Birthday. Safety of our students and their well-being is the utmost concern at Stilwell Grade School. NO EXCEPTIONS

Birthday supplies (cakes and drinks, etc.) may be delivered to the office, we will notify your student or the teacher to pick up for their party. Parents and visitors WILL NOT be allowed to walk supplies down to the classroom. NO EXCEPTIONS

If you need to visit with your child, we will call them to the office. Observation in the classroom is by appointment only and must be agreed upon by the classroom teacher and the principal. If you need to visit with a teacher, it is best that you call and set up an appointment with them. NO EXCEPTIONS

Adults other than the parents of the students will not be allowed to visit students without the permission of the principal.

We do not allow students from other schools to spend the day on our campus, nor to visit classes. NO EXCEPTIONS

COMMUNICATION

Communication is very important! We work hard gathering up all information so that we can get it out to the parents/guardians as soon as possible - allowing you to plan ahead!

PHONE CAST

Each Sunday evening around 5:00pm Mr. Lea will send out a phone cast. This information is just a reminder of the upcoming events for the week. If you are not receiving the phone cast please call the office. We will need to update your information in the computer.

MONTHLY CALENDAR

Each month, we will send a Calendar/Lunch Menu home with every child. Please take the time to read it carefully- this will provide you with all upcoming events, such as ballgames, programs, pictures, field trips and any other activity that your child may need money for in advance. If you are not receiving this please check your child's backpack.

WEB SITE

Please check out our website... www.stilwellk12.org. You may click on your child's teacher web page...and keep up with the class.

INCLEMENT WEATHER OR OTHER REASONS FOR DISMISSAL

The decision to dismiss school for inclement weather or other reasons will be made as early as possible. A phone cast will be sent to alert you of our school closing. Please be certain you provide the front office with current phone numbers. The following television stations will also be notified of our closing:

Channel 2 - Tulsa, Channel 6 - Tulsa and/or Channel 8 - Tulsa

If you do not receive a phone cast or if you do not see Stilwell's name listed on Channel 2, 6, or 8 by 7:00 A.M., assume school will be in session.
ENROLLMENT FOR NEW STUDENTS

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the “Oklahoma School Code.” Those requirements are as follows:

1. A **Birth Certificate** must be presented at the time of enrollment.

2. A child entering Stilwell Grade School for the first time must present a certification (**Shot Record**) form signed by a physician or an authorized representative of the State Department of Health stating the child is adequately protected against Whooping Cough, Diphtheria, Tetanus, Rubella (7 day hard measles), Rubella (3 day German Measles) and Polio. (**Shot Record**)

3. Copy of the child’s **Social Security Card**.

4. A copy of the child’s or parent’s **CDIB Card & Membership Card** if applicable

5. A copy of the family’s **Medicaid Card or Sooner Care Card** if applicable

6. Students will start school 2 FULL DAYS after submission of ALL records.

ADMISSION AND RESIDENCE

All children between the ages of 5 and 21 on or before September 1 residing within a school district are entitled to attend public school regardless of nationality or citizenship. Any person between the ages of 21 and 26 is entitled to attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Such person must show an inability to attend school for definite periods of time because of a physical disability or service in the armed services.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local person income tax or advalorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator’s permit or vehicle registration;
5. Maintenance of voter registration;
6. Maintenance of bank account(s) of local credit account(s) in the district;
7. Membership in a church or other local organization in the district.

REFERENCE: 70 O.S. 1210.203 70 O.S. 1-114

ENROLLMENT RETURNING STUDENTS

If you were not able to make it to Open House/Meet the Teacher to fill out your 2018-2019 Student’s Enrollment Pack- you should have received it by now. These forms must be filled out each year and returned by August 22nd. We do understand it does take time but please know that all information is very important. If you have questions or need help with any of the forms please stop by the office. We are here to help you.

THOSE ALLOWED TO PICK UP YOUR CHILD

In the Enrollment Pack, you were asked to list the names of persons that you will allow to pick up your child from school. We cannot go by what the student is telling us. Only those listed will be allowed unless you call or send a note signed and dated by you. We cannot make the decision to prevent one parent or the other from picking the child up. These forms are kept in the office and changes should be made in person.

LEGAL DOCUMENTS

If there is a restraining order or a divorce and custody is an issue, we must have copies of any legal papers signed by a judge in your child’s records. Please bring documents to the office and we will make copies for the appropriate
people.

**SCHOOL BREAKFAST/LUNCHES**

1. A breakfast/lunch program is provided in the cafeteria for the benefit and convenience of both the student and parents.
2. Students may bring their breakfast/lunch, but they will be required to eat in the cafeteria.
3. Students should not bring pop, Kool-Aid or Gatorade in their lunch.
4. All students will be served breakfast and lunch at no cost to the students.
5. **The cost for visitors to eat breakfast is $1.50 and lunch is $2.10.**

    **REMEMBER** you must check in at the office before going to the cafeteria.
6. If your child has any food allergies, please make sure that the teacher and office knows about them. We do have forms that will need to be filled out.

**BREAKFAST SCHEDULE:**

Starts at 7:30 and all students should be done by **8:05**. Our Tardy Bell rings at **8:10**

Pre-School Students go to breakfast as a group- they leave the Pre-School at 8:05

**LUNCH SCHEDULE:**

- Pre-First...10:45
- 1st Grade...10:45
- 2nd Grade...11:00
- 3rd & 4th Grade...11:20
- PK-3’s...12:10
- PK-4’s...12:15
- Kindergarten...12:20

**SNACKS** are provided to KG & Pre-School students during the school day. A 3rd meal will be served @ 4:00 pm in the afterschool 21st CCLC Program/Boys & Girls Club. **If your child has any allergies to foods, please make sure that the teacher/office knows about it.** We do have a form that we will need to be completed for students with food allergies.

**WHAT DO I DO WHEN I AM ABSENT?**

It is best that your parent/guardian call in as early as possible to let us know that you will be absent. When you return, bring a note from your parents or guardian stating the reason for your absence and any documentation that you might have. (Examples - Dr. Notes, Dental Notes, Court Papers, Etc.) If your child is gone more than 2 days and we have not had any communication from you please be expecting a phone call from his/her teacher or the office. **WE CARE ABOUT YOUR CHILD/CHILDREN!! Attendance is very important.**

**HOMEWORK ASSIGNMENTS WHEN ABSENT**

When you are absent for an extended period (more than 2 Days), your parents should call the office to obtain your assignments. If the request is made before 10:00 A.M. the assignments may be picked up between 2:30 and 3:00 P.M. Otherwise, they may be picked up the next day.

**EARLY DEPARTURE Pre-School-4th Grade**

*SCHOOL STARTS AT 8:05 AND DISMISSED AT 3:00*

(Leaving before 3:00 will be counted as a tardy. Remember - 3 tardies count as an absence. Any time you must leave the school before the school day is over, you must be checked out by your PARENT OR GUARDIAN through the office. **NO STUDENT WILL BE DISMISSED FROM THE CLASSROOM UNLESS THE TEACHER IS GIVEN A “PERMIT TO LEAVE BUILDING SLIP” FROM THE OFFICE. (Sorry-NO EXCEPTIONS!!)** If someone other than the student’s parent will be picking the student up, they must have written permission before the student will be released. This is a protective measure to protect your child and school personnel.

**ATTENDANCE PS-4th Grade**

To get the most from your school year, it is important that you be in school; however, we realize there are times when a student must be absent. Therefore, the following rules apply to attendance.
ABSENCES FOR SCHOOL RELATED ACTIVITIES: School Related (SR) activities are not recorded as absences. The student is responsible for assignments and must make up work issued within a one week period.

EXCUSED ABSENCES: Student absences are excused for the following reasons:
1. Illness of the student
2. Serious illness or death in the immediate family.
3. Doctor or dental appointments. (PLEASE bring in documentation of appointments)
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by the student’s religious affiliation.

Please bring or send all doctors’ notes to the office on your child's return to school. The student may make up all work missed without penalty. It is the responsibility of the student on the day of return to make arrangements to make up the work. Teachers will determine the work that is to be completed.

ABSENCE BY ARRANGEMENT: These are absences for which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.
1. A student may take up to five days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that work is made up.
3. To make an absence by arrangement, the parent/guardian must submit at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

UNEXCUSED ABSENCES: Absences for any other reason than the ones listed above are unexcused. Visiting, hunting, fishing, working, working at home, shopping, and baby-sitting are examples of unexcused absences; EVEN THOUGH THE PARENTS MAY HAVE GIVEN THEIR PERMISSION.

Class work or tests missed during an unexcused absence must be made up within one week of the unexcused absence. It is the responsibility of the STUDENT to see all work is made up.

PLEASE NOTE!!! More than five (5) days absence in a single report card period will result in a grade of "F" for the quarter. More than eight (8) days in a single semester will result in a grade of "F" for the semester.
This includes both EXCUSED and UNEXCUSED absences. EXCEPTIONS ARE AT THE DISCRETION OF THE PRINCIPAL.

TARDIES
When you arrive late, you MUST check in at the office before going to your classroom. At this time you will be given a tardy slip. Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. School Starts at 8:05

ARRIVING LATE: Parents or visitors WILL NOT be allowed to walk students to the classroom. Student Lighthouse Team Members, Office Staff, or the School Counselor will assist in getting your student to their classroom. If a parent must meet with the Nurse, they will be given a pass and the Nurse’s Office will be contacted to meet them and inquire about the nature of the visit. NO EXCEPTIONS
**TRUANCY**

A student is considered truant when absent from the classroom without the knowledge of either the school or the parents. Students who are truant will not be allowed to make up work missed during truancy. Disciplinary action will be taken.

**ADAIR COUNTY TRUANCY COMMISSION**

Due to the attendance issues of the youth in Adair County, representatives of each school, the Sheriff’s Department, the District Attorney’s Office and Judge Brown, have developed a unified plan to try to alleviate the poor attendance issues that plague our schools and thereby affect our test scores and a host of other community related issues. The following is the County Plan for dealing with attendance for school year.

<table>
<thead>
<tr>
<th>Absences</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Phone call/letter to parent/guardian regarding absences and policy.</td>
</tr>
<tr>
<td>5</td>
<td>Letter of impending citation delivered by truancy officer at home (if Cherokee CN School Advocate visits), copies to DA/DHS and the child’s cumulative record.</td>
</tr>
<tr>
<td>7</td>
<td>Truancy office issues citation for truancy-copies to DA/DHS and the child’s cumulative record.</td>
</tr>
<tr>
<td>Further</td>
<td>Danger of ticket for each absence/Court’s continued Involvement/Copies to DA/DHS and the child’s cumulative record.</td>
</tr>
</tbody>
</table>

At the new semester, the process will start over with special attention paid to those issued citations in the previous semester.

Our school board has adopted the policy of 3 tardies will be counted as 1 day absent.

**PROCEDURE FOR STUDENT WITHDRAWAL**

1. Please notify your child’s teacher and the building secretary as soon as possible in the event that your child will no longer be attending Stilwell Public Schools. We Have forms that must be signed.
2. Be sure that all library books are turned in to the building media center.
3. All textbooks are to be returned to the classroom teacher.

**EXTENDED DAY PROGRAM, CAR RIDERS, BUS RIDERS**

On the first day of school you will be asked what your child will be doing after school, such as ride a bus, go to 21st Century Community Learning Center, or if you or someone else will be picking him/her up as a Car Rider. We will go by this information each day following unless you give us WRITTEN instructions telling us otherwise. We do not go by what the child tells us because of their age so please don’t expect your child to let us know. Any change requires a written note or a phone call before 2:30 pm for a change in routine/schedule. It is much easier to establish a “Regular Routine/Schedule.”

**WHAT ARE MY OPTIONS IN THE MORNINGS?**

We offer a program of Extended Day for your children from 6:45 AM-7:45 AM each day. We will have morning Ex-Day staff members on duty to help students at exactly 6:45 each morning.

**Pre-School extended day is located at the Pre-School building.** All Students should be walked in by a parent.

**Kindergarten extended day is located at the Kindergarten Center.** All students should be walked in by a parent.
1\textsuperscript{st} - 4\textsuperscript{th} Grade morning Ex-Day is located at the grade school cafeteria. If your child is at school between 6:45 - 7:45 A.M. they should report to the grade school cafeteria. The Cafeteria starts serving breakfast at 7:30.

**AFTER SCHOOL / 21\textsuperscript{st} Century Community Learning Center/Boys & Girls Club**

<table>
<thead>
<tr>
<th>GRADES</th>
<th>LOCATION</th>
<th>HOURS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-School</td>
<td>Pre-School Center</td>
<td>3:00 pm - 5:30 pm</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Kindergarten Center</td>
<td>3:00 pm - 5:30 pm</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>First - Fourth Grade</td>
<td>Jerry White Activity Center</td>
<td>3:00 pm - 6:30 pm</td>
<td>Monday - Friday</td>
</tr>
</tbody>
</table>

If a student misbehaves during the AM Extended Day Program or 21\textsuperscript{st} CCLC Program the following disciplinary action(s) will occur:

1. **First offense** - principal/parent conference
2. **Second offense** - 5 days suspension from the privilege of Extended Care Program
3. **Third or subsequent offense(s)** - the student will be suspended from Extended Day for the remainder of the current nine weeks.

**PLEASE NOTE** that if subsequent offenses occur, a student may be suspended from the Extended Day Program for the remainder of the current school term.

**AM CAR RIDERS or PARENT DROP OFF KIDS**

Pre-School - Parents should drop students off at the back entrance in the morning. This is a one-way street. All traffic will travel from West to East (A staff member will be on Duty starting at 7:30)

KG - Students should be dropped off at the cafeteria until 8:15

SGS - Students may be dropped off at the cafeteria or at the East front glass doors entrance. (by the Art Room) A staff member will be on Duty starting at 7:45.

If a student arrives after 8:15 he/she will use the Office Entrance Only. They will be considered tardy and should report to the office for a tardy slip.

**PM CAR RIDERS or PARENT PICK UP**

Pre-School - Parents may pick up students starting at 3:00pm in the Pre-school big room. Please remember to sign your child out.

KG - Parents may pick up their KG students starting at 3:00pm in the Kindergarten Center. Parents please remember to sign your child out.

**SGS Car Riders:** Students who are to be picked up by their parents or others after school. If your child is going to be a Car Rider they will meet in the old gym @ SGS, where supervision is provided until 3:30pm. 6\textsuperscript{th} Street will be blocked to one way traffic going south toward Oak Street. When the student is picked up from car rider, the traffic will then exit from 6\textsuperscript{th} Street to the alley running east between Division and Oak Streets. The alley lies directly behind the Pre-School building and is a one way road going east. All students not picked up by 3:30pm will be walked to the 21\textsuperscript{st} CCLC/ Boys & Girls Club located in the Jerry White Activity Center, 150 North 6\textsuperscript{th} Street, Stilwell, OK 74960. (918-797-2001). Car Riders are to meet in the SGS old gym, signs and Staff will be posted for help and instruction.
**21st Century Community Learning Center/Boys & Girls Club** 918-797-2001

Students attending our CCLC/Boys & Girls club, located in the Jerry White Activity Center will have the opportunity to engage in enrichment classes and will be served a supper meal. **Parent pick-up will begin at 4:15 each afternoon.**

**AM BUS RIDERS**
The buses will drop all students off in front of the cafeteria. Staff members are on duty to assist students into the cafeteria.

**PM BUS RIDERS**
The buses are located in front of the cafeteria for students to catch in the afternoon. Teachers will take students to their bus starting about 2:50 in the afternoon. After all PS-8th students have loaded their bus - the buses will start their routes about 3:10.

If you have questions about bus transportation -please call the Bus Barn at 918-696-7113.

**TRANSPORTATION**

**Riding the school bus is a privilege.** Therefore, if the student’s conduct is unbecoming or in any way endangers the welfare of others, this privilege can and will be taken away.

The following rules apply:

1. Students shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of the Director of Transportation by the school bus driver. Disciplinary actions will be taken as follows:
   - *1st Offense:* Director of Transportation & Parent conference on behavior of student
   - *2nd Offense:* The student will be suspended off the bus for 5 consecutive school days
   - *3rd & Subsequent Offense:* The student will be suspended off the bus for the remainder of the 9 weeks. Bus privileges may be suspended for the remainder of the current school term after the first three offenses. Also, please take note that if your child has been suspended from the bus for any reason; he/she will not be allowed to attend the Ex-Day Program, Boys & Girls Club or 21st CCLC Program during this suspension time period. (See Ex-Day & Boys & Girls Club Regulations. The principal shall take whatever reasonable action he/she deems necessary.

2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, or otherwise cause any disturbance distracting the driver.

3. Smoking or the use of any form of tobacco is not permitted on school buses.

4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.

5. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding the bus. The 1st suspension shall be for five days; the second suspension shall be for the remainder of the school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible are reimbursed. **Students cannot attend Ex-Day, Boys & Girls Club or 21st CCLC Program while on suspension.** (See Ex-Day & Boys & Girls Club)

6. Students must board the school bus at designated bus stops, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver’s discretion. Passengers must be seated immediately. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver.

7. All PS-4th Grade students should remain seated while waiting at the high school. Students must remain on the bus until SHS Students are dismissed.

8. If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student’s regular stop without written parental permission.
ALL Pre-School - 4th Grade students must have a parent/guardian present at the bus for dismissal. Otherwise, Pre-School & KG students will be brought back to Ex-Day (Pre-School Building) and Pre-1st-4th Grade students brought back to Boys & Girls Club (SGS Cafeteria).

STUDENT CONDUCT
All members of the Stilwell Schools can expect to be treated with respect and dignity. Students are also expected to behave in a manner which fosters and deserves such respect. Behavior which may be detrimental or injurious to self or others cannot be allowed.

Basically, the laws of Oklahoma place the school in "loco parentis" (in place of the parent). This means that any student enrolled in the school comes under the protection and guidance of the administration and teachers. As such, students are expected to abide by the requests of teachers and administration. Teachers and administration have authority over the students at all times during the school day and at all school sponsored activities.

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

Bullying is intentional, repeated hurtful acts, words or other behavior, such as name calling, threatening and/or shunning, committed by one or more students against another.

Hazing is the deliberate harassment of a student by means of rough practical jokes or by causing the student to perform meaningless, difficult, or humiliating acts.

Harassment is intimidation by repeated threats, threatening behavior, acts of violence, and any related conduct including, but not limited to, physical violence, verbal or written threats or intimidation, intimidating gestures or actions, and violence against property.

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

1. Acts of violence while at school or school activities are unacceptable and will be dealt with by the school administration.
2. Stilwell schools reserves the right to contact the Stilwell Police Department when any act of violence is directed toward Stilwell Grade School students or its employees.

NOTE: For more information on Bullying refer to: Stilwell Public Schools website for additional information.

DISCIPLINE
The Stilwell school district considers several methods of punishment in an attempt to insure that the most effective discipline is administered on a case-by-case basis and according to individual personalities. The following are examples of infractions that will result in disciplinary action by the school.

LEVEL 1 EXAMPLES:
1. Unexcused tardiness.
2. Disruption of class or assembly.
3. Lunchroom misconduct.
4. Disruptive display of affection.

LEVEL 1 PUNISHMENT:
First Offense: Detention or corporal punishment.
Second Offense: Parent conference, detention, or corporal punishment.
Third Offense: Parent conference, detention, counseling.

LEVEL II EXAMPLES:
1. Cutting class.
2. Leaving school without permission.
3. Truancy.
5. Throwing snowballs, water balloons, etc.
6. Abusive or vile language.

LEVEL III EXAMPLES:
1. Theft.
2. Assault---physical or verbal.
3. Fighting.
4. Destruction of property.
5. Distribution of obscene material.
6. Use of drugs, alcohol, or tobacco.
7. Possession of dangerous weapons or substances.
8. Explosion of fireworks, etc.
9. Abusive or vile language or gestures toward school officials.

Both LEVEL II and LEVEL III may be disciplined in one or more of the following ways:
1. Counseling.
2. Parental involvement.
3. Removal from class or group (may be temporary or permanent).
4. In-school detention.
5. Corporal punishment.
7. Involvement of law enforcement.
8. Referral to social agencies.
10. Suspension (ten days or less).
11. Expulsion (long-term exceeding ten days).
12. Confiscation of illegal property.
13. Other disciplinary action deemed appropriate under the circumstances.

IF THE PARENT OR GUARDIAN DOES NOT WANT THEIR CHILD TO RECEIVE CORPORAL PUNISHMENT, THEY MUST SIGN A WRITTEN REQUEST INDICATING THAT THE CHILD SHOULD NOT RECEIVE SUCH PUNISHMENT. (Re: Discipline Form in the Enrollment Pack)

ILLEGAL DRUGS, ALCOHOL AND TOBACCO
If a teacher has reasonable cause to suspect that a student may be under the influence of, OR has in his or her possession alcoholic beverages, a controlled dangerous substances, or tobacco, the teacher shall notify the principal of such suspicions. When appropriate, the principal will then notify the superintendent and a parent or legal guardian if possible. Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, state law, or student handbook rule.

It is important to note that tobacco is included in this list because it is against Oklahoma State Law for a minor to
be in possession of ANY form of tobacco, including, but not limited to cigarettes, Skoal, etc. This applies both during the school day and while attending or being transported to any school-sponsored activity.

For further information concerning due process rights, and other related issues, we refer you to the Stilwell School Board Policy and the School Laws of the State of Oklahoma.

**DRESS AND GROOMING**

Students of Stilwell Schools are expected to dress appropriately for the classroom. A student’s appearance should not distract classmates from the important task of learning. Because a relationship between one’s appearance and behavior does exist and because an appropriately dressed student is better accepted by his peers, attire for students must be reasonable, modest, and in such style as it will not cause distraction.

1. Dress and grooming should be clean and in keeping with healthy and sanitary practice.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities, such as physical education, art, etc.
3. Good standards of dress and grooming reflect sound judgment, poise, and increased maturity. All students, regardless of sex, must dress modestly, properly and neatly.
   A. Students may not go barefoot.
   B. Clothing displaying disruptive, violent, or suggestive lettering or symbols is inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and tobacco products will not be permitted.
   C. Hats and sunglasses are not to be worn inside the buildings.
   D. Undershirts will not be worn for outer garments.
4. Gum chewing is not permitted at any time.

WHEN A STUDENT HAS WORN UNACCEPTABLE CLOTHING TO SCHOOL, HIS/HER PARENTS WILL BE CONTACTED, AND ASKED TO BRING SUITABLE CLOTHING TO THE OFFICE. IF THE PARENT CAN’T BE CONTACTED, THE STUDENT WILL BE ASKED TO WEAR CLOTHING PROVIDED BY THE SCHOOL.

**COUNSELOR’S OFFICE VISITS**

Our Counselor, Mr. Samargis, is available to assist all students. He may assist students with academic, personal or emotional problems. Students should call upon the counselor or any other staff member when they feel assistance is needed. A student desiring a conference with the counselor must FIRST report to the classroom teacher to get permission to go to the counselor’s office for whatever reason. The student should then sign up in the counselor’s office requesting a conference and return to class immediately. The counselor will call the student in for a conference at his earliest convenience. You may reach him at 918-696-2848.

**TELEPHONE**

Because of the number of students enrolled, some limitation must be placed on the use of the school telephone.

1. Students must have permission from office personnel to use the school telephone.
2. Outgoing calls are to be made only in cases of emergency. Students will be asked the nature of the call before permission is granted. We discourage parents calling their children at school unless it is very important.

**BICYCLES**

Parents should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked upon arriving at school and not ridden again until school is out.
4. The school is not responsible for stolen bikes.

**TOYS, ELECTRONIC DEVICES, PHONES, ETC.**
Students are NOT allowed to bring iPods, MP3 players, tablets, iPads, trading cards, toys, etc. to school unless requested by a teacher for a specific purpose. Cell phones are discouraged and are to be turned off and stowed away. There is no time during the school day for such things.

**LOST AND FOUND**

Lost and found is located in three different locations - Pre-School in the main office, KG Center in the janitor's office, and at the Grade School in the small room area across from the janitor's office. All articles found are to be placed in the lost and found boxes. Please check the boxes when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of each year.

**PARTIES**

Classroom parties must be approved by the classroom teacher and the administration. NO VISITORS, see: visitor section for more information

**MONEY**

When it is necessary to send money to school, please send correct change, or a check, and in an envelope.

**MOMENT OF SILENCE**

The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choice.

**SPEECH/LANGUAGE PROGRAM**

Kristy Leatherwood is the Speech-Language Pathologist for the pre-school age children. At the beginning of our school year, she will screen all of our students and check personal-social, adaptive, motor, communication and cognitive skills. If your child needs help in any of these areas, Mrs. Leatherwood will contact you in regard to providing therapy for your child to increase his or her skills for educational progress. The following is a brief description of each area screened:

**PERSONAL-SOCIAL** - adult interaction, feelings, self-concept, peer interaction, coping and social role.

**ADAPTIVE** - attention, eating, dressing, personal responsibility and toileting.

**MOTOR** - muscle control, body coordination, locomotion, fine muscle and perceptual motor.

**COMMUNICATION** - receptive language, expressive language and articulation.

**COGNITIVE** - perceptual discrimination, memory, reasoning and academic skills, and conceptual development.

We have a team from the NSU Speech department that works with students in Pre-1st-4th grade.

With our dedicated, caring staff members, your child's safety and welfare is always top priority.

**MEDICINE**

The Stilwell Independent School District (I-25) requires that all students who need medication during school hours must do the following:

1. Parents/Guardians should report to the office or nurse's office to complete Parental Authorization to Administer Medicine Form (FFACA-E2)

2. Bring medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.

If you have questions or need additional information please call the nurse at 918-696-7273.

**BEING POTTY-TRAINED IS A MUST**

ALL CHILDREN ARE REQUIRED TO BE POTTY-TRAINED BEFORE THEY START TO SCHOOL. We do not have the staff or the facilities to take care of children that are not. There are NO EXCEPTIONS!
Many view pre-school as a day care facility but it is part of our school system with structured learning in areas of social behavior, cognitive and motor skills as well as learning to accept and follow rules and instruction.

**HEAD LICE POLICY**

According to state guidelines, NO CHILD CAN REMAIN AT THE SCHOOL WHEN HEAD LICE ARE FOUND. (This was taken from page FFA-R of the Stilwell Board of Education Policy Book. An excerpt can be found on page 22 of this handbook.) If your child is found with head lice, you will be called to pick them up immediately. You will be given a letter with treatment instructions at that time. After you have treated your child, you will need to bring them to school to be checked by the nurse. (Please do not send the child on the bus) If the treatment has been successful your child will be permitted to return to class.

**OTHER DISEASE OF SPECIAL CONSIDERATION**

Oklahoma State Law (70 O.S. 1981, Section 1210.194) concerning Pediculosis (Head Lice): "Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from school due to head lice shall present to the appropriate School authorities, before said child may re-enter school, certification from a health professional as defined by Section 2602 or Title 63 or the Oklahoma Statutes or, an authorized representative of the State Department of Health that said child is no longer afflicted with head lice."

Any child can become afflicted with head lice. It doesn't matter whether you are rich, poor or in between. The important thing is not keeping them. If your child is found to have head lice, immediate and appropriate treatment will eliminate the problem and help prevent others from becoming afflicted.

**COMMUNICABLE DISEASES ADMINISTRATIVE REGULATION**

There are numerous communicable diseases that may effect a school age population and/or school staff. Some of these have degree of communicability. Some are life threatening in nature. Some are both. These include, but are not limited to:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Excluded from School</th>
<th>Needed to Return to Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS</td>
<td>X</td>
<td>Individual case consideration mandatory</td>
</tr>
<tr>
<td>Cat Scratch Disease</td>
<td>X</td>
<td>May return seven days after onset of rash or when lesions are crusted over.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>X</td>
<td>Parents or staff member requested to provide release statement from MD or DO</td>
</tr>
<tr>
<td>Common Cold</td>
<td>X</td>
<td>If under proper treatment. Monitored by school nurse</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>X</td>
<td>Parent or staff member requested to provide release statement from MD or DO</td>
</tr>
<tr>
<td>Cytomegalovirus</td>
<td>X</td>
<td>Parents or staff member requested to provide release statement from MD or DO</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>X</td>
<td>If under proper treatment. Monitored by school nurse</td>
</tr>
<tr>
<td>Fifth Disease</td>
<td>X</td>
<td>Parents of staff member requested to provide a release statement from MD or DO</td>
</tr>
<tr>
<td>Gonorrhea</td>
<td>X</td>
<td>Parents of staff member requested to provide a release statement from MD or DO</td>
</tr>
</tbody>
</table>

**RECOMMENDED EXCLUSION AND RETURN TO SCHOOL**
Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a
reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena.  (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.  (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37.  (§99.31(a)(11))

**Family Educational Rights and Privacy Act (FERPA)**

**Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, [School District] may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child’s education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. ¹

If you do not want [School District] to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by [insert date]. [School District] has designated the following information as directory information: ¹**Note: an LEA may, but does not have to, include all the information listed below.**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).
NOTIFICATION OF ASHERA
The US Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further, to develop a management plan that identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at each of the principal’s and superintendent’s offices of Stilwell Public Schools upon written request. A date for the review will be set upon receipt of the written request.

NOTICE/HANDICAPPED CHILDREN
Stilwell School is searching for handicapped children, from birth-21, who are in need of services. We are searching for children who may have the following handicapping conditions.

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

Rachelle English - Special Services Director
Stilwell Schools - 918-696-6161 ....520 West Division Street..... Stilwell, Ok 74960

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING & EVALUATION
This notice is to inform parents of the child identification, location, and 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
Pre-School children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluations through the local schools, local school district and the regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Services Information System (OASIS), through a toll free number (1-800-42-OASIS, also provides statewide information and referrals to local schools and other services providers.

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

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

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

Education screening is implemented for all first grade students each 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 with the state without previous educational screening, shall be screened within 6 months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic test administered or procedures used with all children in a school, grade or class. Written consent of the parent or legal guardian for such evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable collected by schools in the identification, locations, screening, and evaluation of children shall be maintained in accordance with Family Education Rights and Privacy ACT (FERPA) and Policies & 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 district's administrator.

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

*To inspect the student's education records:
*To request the amendment of education records to ensure that they are not inaccurate, misleading or in violation of the student’s privacy or other rights:
*To consent to disclose education records, except where consent is not required to authorize disclosure:
*To file complaints with Family Policy and Regulations Office. United States Department of Education, Washington, D.D. 20202, concerning the alleged violations of the requirements of FERPA 934 CFR 99 1-99.67); and
*To obtain a copy of the FERPA policy and adopted by the local school district upon request being made to the local school administrator. Before any major identification, location, or evaluation school shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities shall include these activities and shall include the rights of parents under FERPA. For further information contact the following person at your school: Cathy Matthews..... 918-696-6161
STATEMENT OF NON-DISCRIMINATION
Stilwell Public Schools does not discriminate on the basis of race, religion, color, national origin, sex disability, or age in its programs and activities and provides equal access to the Boy/Girl Scout and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Geri Gilstrap...Superintendent ....918-696-7001
1801 West Locust....Stilwell, Ok 74960
918-696-7001

TITLE IX - GENDER DISCRIMINATION AND HARASSMENT
Title IX of the Education Amendment and Stilwell School District Policy prohibits discrimination in services or benefits offered by the District based upon gender.

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

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

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

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

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

WE THE STUDENTS
1. In the Classroom:
   a. Be a good listener.
   b. Think before you speak.
   c. Keep a neat and clean desk.
   d. Show care for all property.
   e. Lost and found items should be reported to your teacher.
   f. Avoid disturbing others in your class or in other classes.
   g. Excuse yourself if you speak out of turn.
   h. Follow directions carefully to avoid making mistakes in given assignments.
   i. Continue with your work as usual when there are visitors in the classroom.
   j. Leave everything in order at the close of the day.
2. In the Halls:
   a. Always keep to the right when moving in the halls.
   b. Running in the halls is never allowed.
   c. The leader of the line should open the door for the class.
   d. Wait until your class has passed. If there is a break in your line, you may excuse yourself and pass on through.
   e. Avoid crowding others in your own line.
f. Keep your voice at a whisper.

3. In the Cafeteria:
   a. Practice good or proper lunch room manners at all times.
   b. Return your tray. Put all paper in the waste can. Put silverware in the proper containers.
   c. Each class is responsible for leaving tables and floor area clean. Each member is equally responsible, and the cafeteria personnel will follow up in this activity.
   d. Leave the lunch room as directed by your teacher.
   e. Cafeteria Rules:
      1. Stay in your seat.
      2. Keep your hands to yourself.
      3. Use a quiet voice.
      4. Do not trade or throw food.
      5. Clean your area.

4. In the Restrooms:
   a. Each pupil must help keep the restroom clean.
   b. After use of the toilet, be sure it is flushed.
   c. The office should be notified of any particular cleaning need for the custodian.

5. On the Playground:
   a. Stay in the areas designated for the activity. If the ball goes into the middle school area, check with the playground teacher before going after it.
   b. It is dangerous to run into the street or driveway for balls. A teacher or an assistant will get it for you.
   c. Never play near the creek located behind our playground.

EMERGENCY DRILLS

1. DISASTER-----Storm and Tornado Drill
   Signal...Series of short blasts on the bells.
   Signal for Clear.........Two blasts of the bell.

   PROCEDURE: Upon hearing the bells, the teacher will designate a person to lead the class to the area assigned to them. The teacher will be the last to leave the room, closing the windows and door, and grouping as quickly as possible at the rendezvous area.
   Teachers should take their roll books with them to be certain that all students are accounted for. When the all clear is given, return in an orderly manner to the classroom.

   INSTRUCTIONS: Students should be told a drill is taking place and they should not talk or run. All classes should enter the hallway in front of their respective rooms. Students should be on their knees and facing away from outside openings and glass windows.

   OLD GYM: Students in the gym should go to the hall.
   NEW GYM: Students in the gym should go to the locker/dressing rooms.

2. FIRE DRILL
   Signal.............Continuous Ringing of the Bell.

   PROCEDURE: Upon hearing the given signal, the teachers will take their students, along with their daily class record, to the south end of the football practice field. Teachers will supply Mr. Lea with a list of the missing students. REMEMBER at all times we are to respond to the fire drills as if each one was the real thing. This should be a time of extremely strict discipline! Definitely no horseplay of any kind will be permitted.

   Mrs. Christie will check the girls West restroom. Mrs. Hammons will check the boys West restroom.
Mrs. Vanderheiden will check the girl's middle restroom. Mrs. Hargis will check the boy's middle restroom. Mrs. Davidson will check the boys East restrooms and Mrs. Richardson will check girls East restroom.

In case of an actual fire and not just a fire drill, and after providing the principal with a list of any missing students, proceed toward the Baptist Church. Teachers, also be sure to have an alternative exit in mind and let the students know what it would be in case your normal exit is blocked.

Stilwell Public Schools Library Policy

The Stilwell Public School Library exists to support teaching and learning in grades K-12, to encourage the development of critical thinking skills through collaboration with classroom teachers, to help foster a love of learning and reading and to provide access to informational and recreational materials for its school communities.

This policy provides guidelines for material selection for Stilwell Public Schools.

The school library media center shall provide print and non-print materials that will:

- Support and enrich all segments of the curriculum
- Present in balanced perspective the culture, history, activities and contributions of the persons and groups comprising the diverse fabric of our society;
- Be accessible to its users at all reading levels and to encourage recreational reading across literary genres;
- Promote analytical and critical thinking skills;
- Reflect varied interest, abilities, learning needs, and maturity levels;
- Supplement classroom learning and activities;
- Provide students with access to current and emerging technologies.

The legal responsibility for selection of materials in the Library Media Center rests with the Stilwell Board of Education. Final selection responsibilities are delegated to the school library media specialist who knows the scope of school curriculum and the diversity of the students in the schools for which the materials are provided. The Librarian will oversee the selection and coordinate its purchase. This selection shall be in accordance with the Procedures for Selection cited below.

The School Committee subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's Library Bill of rights and Freedom to Read Statement, copies of which are appended to this policy.

All materials, both print and non-print, shall be judged by the following criteria.

Materials Shall:
- Reflect the needs of the school and the community.
- Meet high standards of quality in factual content, presentation, artistic and technical quality.
- Be age appropriate for the grade and interest level at which they are used.
- Have aesthetic, literary, or social value.
- Reflect the diversity of our society.
- Provide a balanced perspective representing various viewpoints.
- Be considered as a whole and its merits weighed as such.
- Be purchased within the constraints of the budget.
Circulation Policy

It is the policy of Stilwell Public Schools library that students should be free to select books that interest them. If a student wishes to learn about snakes dinosaurs, the librarian will guide him/her to an appropriate level book on that subject. First grade students begin check out in the Easy section of the library and add additional genres throughout the school year. First Grade students that are on an above average reading level will progress with the advisement of the classroom teacher and librarian. Second through fourth grade students are welcome to select books from all sections of the library so they can enjoy various types of literature. Elementary students are not allowed to check out books with a Young Adult sticker.

We spend time discussing books for independent reading, exploring books by various authors and illustrators, and using the “five finger test” to judge the readability of a book. We also involve our students in the Accelerated Reader program and the Read-A-Million Challenge which encourages reading at their current proximal level of independent reading.

Weeding Process

Material selection is an ongoing process which includes the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value. Books and other materials will be retained or withdrawn with the same care with which they are added. Materials no longer factually accurate or useful, works in little demand, and books in poor condition that do not warrant reordering will make space for new titles.

The process of weeding is an integral part of assessing the collection to keep it up to date and therefore should be conducted only by a certified library media specialist. Weeding helps keep collections relevant, accurate, and useful; and it facilitates more effective use of space in the library media center.

Library media materials may be weeded if they:

- Are in poor physical condition;
- Have not been circulated in the last five years;
- Are outdated in content, use, or accuracy (Copyright date should be considered. Some older material may be considered classic or may be of great historical value to the collection.)
- Are mediocre or poor in quality;
- Are inappropriate in reading level;
- Duplicate information that is no longer in heavy demand;
- Are superseded by new or revised information;
- Are outdated and unattractive format, design, graphic, and illustrations;
- Contain information that is inaccessible due to lack of table of contents, adequate indexing, and searching capabilities;
- Were not selected in accordance with approved selection criteria;
Although the final decision to withdraw materials from the library media collection is one which is made by the library media specialist, school faculty, the building principal and when necessary the Director of Curriculum may be requested to review the items marked for withdrawal. Withdrawn materials will be transferred to another school if needed, donated where appropriate or discarded.

Reconsideration Policy

Occasionally objections to a selection are made by someone in the school or larger community in spite of the care exercised by all professional staff members involved in the selection process. No material in question shall be removed from circulation until a final decision has been made. If a complaint is made the following procedures will occur:

1. Anyone wishing to challenge the placement of material in the school library forwards to the school principal a complete SPS Request for Reconsideration of School Library Media Materials form available in the school office.
2. The building Principal will notify the Superintendent, and the library media specialist;
3. Within five school days of the receipt of a completed SPS Request for Reconsideration of School Library Media Materials form the school Principal will appoint a committee to reevaluate the material in question.
4. The Committee will include, but not be limited to, one teacher from the school, one parent/legal guardian of a student currently enrolled in school, a library/media specialist, and the school Principal. The committee will:
   a. Read, listened to, or view the material in question in its entirety prior to the review.
   b. Evaluate the material in the light of the SPS Library Media Selection Policy.
   c. Reach a decision as to the appropriateness of the material for the library collection.
   d. Within 30 days of appointment, make a written recommendation to retain the material in question or to remove it from the collection.
5. The school principal informs the Superintendent and all involved parties of the committee's recommendation.
6. The Superintendent will review the report; discuss same with the committee and Complainant, if deemed necessary, before reaching a decision. The Superintendent will inform all involved parties of the decision.
7. If the complainant wishes to appeal the Superintendent’s decision, the Superintendent will submit the committee’s report, with the SPS Request for Reconsideration of School Library Media Materials form and his/her recommendation for action to the School Committee.

DID WE LEAVE SOMETHING OUT?

This handbook has been written to provide you with a guide to our school and its policies. We hope that it will be useful in answering those questions that do come up from time to time. All policies are based on the Stilwell Board of Education and School Laws of Oklahoma as of August 1, 2014. If you have any questions about these rules and procedures, please feel free to call or come by the office for further information.
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<th>Room 26</th>
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<td>Counselor/M. Samargis</td>
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<td>Carson</td>
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<td>SGS &amp; SMS ISS/V. Cochran</td>
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**Girls Restroom**
**Boys Restroom**

**STILWELL GRADE SCHOOL**
**BUILDING MAP**
**2019-2020**
SGS MOTTO'S:

“SMILE and BE A FRIEND!”,

It’s the

“STILWELL WAY, EVERYDAY! “,

&

“IT’S ALWAYS A GREAT DAY TO BE AN INDIAN! “
ELEMENTARY PARENT-SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out and to support student success in school and in life.

As a STAFF MEMBER, I will provide your child with every opportunity to learn and grow by:
- Maintaining a quiet and organized workplace;
- Having a high expectation of myself and my students;
- Giving instruction and assignments appropriate for the skill and development required by state and district standards;
- Monitoring student work on a daily basis to ensure success and progress; and
- Reporting regularly to parents with returned work, written notices, and conferences.

As a STUDENT, I will keep my focus on what is important in meeting my goal of learning by:
- Being in class on time, every day, with my homework in hand and prepared to work;
- Allowing the teacher to teach and everyone in class to learn;
- Completing my work on time and accurately;
- Keeping my hands, feet, objects, and comments to myself; and
- Respecting others and their property.

As a PARENT/GUARDIAN, I will support Stilwell Grade School programs and activities that give my child the optimum opportunity for learning by:
- Expecting my child to complete daily homework assignments independently and discuss his/her results for improved learning, and check for a timely return to school;
- Accentuating the positive events at school and help my child resolve issues of concern and conflict;
- Supporting the discipline policy and reinforcing the highest expectations of the school staff;
- Reading to and listening to my child read daily as a way of building a lifelong interest and joy of reading;
- Seeing that my child gets adequate rest and is in school on time with a positive outlook;
- Attending conferences to discuss my child’s progress and attending events which showcase my child’s work and learning experiences; and
- Providing and maintaining accurate information on my child’s records for contact.

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<th>Parent/Guardian:</th>
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<td>Student:</td>
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<td>Teacher:</td>
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<td>Principal:</td>
<td>Date:</td>
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**Homeroom Teachers will keep this form on file.**
Student/Parent Agreement

We have read the 2020-2021 Student Handbook, we understand the regulations and policies set forth therein.

________________________________________  _______________________
Student                                    Date
________________________________________  _______________________
Parent                                      Date
________________________________________  _______________________
Teacher                                     Grade

This sheet must be signed by the parent/guardian and then returned to your teacher by Monday, August 31, 2020 or for new students a week after you have enrolled in school.

**Homeroom Teachers will keep this form on file.**