



**Stratford Public Schools
Grades 6-12**

2013-2014

Middle School/High School

Parent and Student Handbook

Official School Calendar 2013-2014

August

14 - First Day of Classes

September

2 - Labor Day – NO SCHOOL

16 - Professional Day—NO SCHOOL

October

7 - Professional Day—NO SCHOOL

11 – End of 1st Nine Weeks

15 – Parent/Teacher Conferences 3:15-9:00

16, 17, 18 – Fall Break – NO SCHOOL

November

25-29 – Thanksgiving Break – NO SCHOOL

December

20 - End of 2nd Nine Weeks

23 – Jan.3 – Christmas Break – NO SCHOOL

January

7 – Classes Resume

20 – Martin Luther King Day – NO SCHOOL

February

17– Professional Day - NO SCHOOL

March

7 – End of 3rd Nine Weeks

13 - Parent-teacher conferences 3:15 to 9:00 p.m.

14 - NO SCHOOL

17 –21 – Spring Break – NO SCHOOL

April

18 - Good Friday – NO SCHOOL

25 - NO SCHOOL- Bad weather day

May

2 - NO SCHOOL- Bad weather day

9 - NO SCHOOL - Bad weather day

15 - End of 4th Nine Weeks

15 - Last day of classes
Senior Check out Day-T.B.A.

Principal's Message

Dear Parents and Students,

Welcome to Stratford Public Schools! We hope you've had a great summer and are looking forward to a new and great 2013-2014 school year. We look forward to serving students and parents, sharing the successes and challenges of every student, and assisting in the pursuit of student goals. You will find in this handbook several changes and new policies. Please familiarize yourself with it. It should be kept as a ready reference should questions arise during the school year. Its contents have been approved by the Board of Education, and will be applied to daily operations by the administration. Each student shall be held responsible for these policies throughout the school year.

Students, this is YOUR school. Continue to be proud and take care of your school. It is our greatest desire for every student to maximize their abilities and be successful. Challenge yourself to be the best student you can be. Remember, "a lack of effort will always cause failure." Following the rules will help all students to become better school citizens and role models for future Stratford Bulldogs. I would like to share with you four things that will make your life better as a student of Stratford Schools: 1. Work hard and act right. 2. Remember everything you say and do is a reflection of who you are and where you're from. 3. Smile (It's one of the very few things you can give and still keep!) 4. Always be respectful; yes ma'am/sir, no ma'am/sir (it makes and leaves a good impression on those older than you.)

Parents, the single greatest influence on a student is the home! We need your help! Help us challenge your child and encourage them to be the most productive person they can possibly be. Please make every effort to see that your child attends school regularly and is on time! Irregularity of attendance is a frequent cause of failure, while tardiness tends to develop bad habits and attitudes toward life and its responsibilities. Please support your child, school, and teachers in their efforts.

We hope this school year is exciting, enjoyable, rewarding, and holds many pleasant memories for everyone. Please contact the office any time we can partner with you in helping provide a quality educational experience. I challenge you to make an honest effort to live up to the high expectations and standards of Stratford High School. Let's make every day a great day to be a Stratford Bulldog!

Sincerely,

Paul Savage,
H.S. Principal

Middle School Principal's Message

Dear Parents and Students,

I welcome you to our school and hope that you have had an awesome summer and are looking forward, as I am, to this 2013-2014 school year. Our purpose at Stratford Middle School is to partner with parents and students, provide opportunities for academic growth and success, as well as impart skills that will promote civic responsibility, integrity, and character.

The school is the heart of our community, and we are very fortunate to have such a great school district with extraordinary students, dedicated teachers and staff, and surrounding neighbors and businesses that provide support. Take **PRIDE** in your status as a Stratford Bulldog! Challenge yourselves to strive for your best in every aspect of your education. Put forth your best effort and you will most certainly achieve great things. Remember to do the right thing because it is the right thing to do. Be respectful, and make daily choices based on the vision you have for your future (every little choice will result in either a desirable or undesirable consequence).

All Stratford students are expected to follow the rules and policies established by the board of education. This handbook should serve as a year-long guide to help you with that and to answer any questions you might have.

Let's work together to make this year the best ever!!

Sincerely,

Tracy Felan
Middle School Principal

Questions?

Principal (Grades 9-12)

Paul Savage

Phone: 580-759-2381

Principal (Grades 6-8)

Tracy Felan

Phone: 580-759-2048

Assistant Principal

Tony Prichard

Phone: 580-759-2381

Secretaries

Missy Evans (Grades 9-12)

Phone: 580-759-2381

Debbie Lasher (Grades 6-8)

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Middle School/High School Bell Schedule

Encore- 7:40-8:00

First Bell-8:00

1st Hour-8:05-8:55

2nd Hour-9:00-9:50

Nutrition Break-9:50-10:05

3rd Hour-10:05-10:55

4th Hour-11:00-11:50

JH Lunch-11:55-12:20

HS 5th Hour- 11:55-12:45

HS Lunch-12:50-1:15

JH 5th Hour-12:25-1:15

6th Hour-1:20-2:10

7th Hour-2:15-3:05

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Please note: Any information highlighted in green is Middle School policy only.

Admission and Enrollment Information

Admissions

The following students will be admitted to the district if they meet the age, immunization, and good-standing requirements set forth in the district policy manual:

- A. Students who are legal residents of the district.
- B. Students who have a legal transfer into the district.
- C. Students who have been accepted by the district on a tuition basis.
- D. Foreign students who have been accepted by the district as non-immigrant students.

Admission by Transfer

A student whose parents or guardians reside outside the district must apply for a legal transfer to attend a school in the district. A transfer may be approved when deemed possible and in the student's best interest but shall be administratively controlled. Factors to be considered include the following: space availability, program availability, services, staff, building utilization, the student's behavior record, attendance record, and academic performance. The appropriate application must be completed and submitted to the building principal before February 1.

Age Requirements

Students who wish to enroll must meet age requirements set forth by the State Department of Education. Students must show proof of age (such as birth certificate) at the time of initial enrollment.

Immunization Requirements

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

- 5 DPT (Diphtheria-Pertussis-Tetanus) (unless the fourth dose was received after the fourth birthday.)
- 4 Polio (Unless the third dose was received after the fourth birthday)
- 2 MMR (measles, mumps, and rubella)
- 3 Hepatitis B
- 2 Hepatitis A

- 1 Varicella (a parental history of a child having varicella (chickenpox) disease is acceptable in lieu of varicella vaccine.)
- 1 Tdap (7th and 8th grade students)

Immunization Exemptions

Exemptions to the Immunizations Required by Law:

- Medical (A signed statement is required to obtain this exemption, 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.)
- Religious or Other (The parent or guardian must present a signed written statement briefly summarizing his or her objections, to obtain this exemption.)
- Parental Objection (A signed statement, using ODH Form 216A, from a parent or guardian objecting to the required immunizations is required to obtain this exemption. Lost or unobtainable records are not grounds for personal exemptions.)

Good Standing Requirement

A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the district. A student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or for an act showing deliberate or reckless disregard for the health or safety of any school employee or another student shall not be entitled to enroll in the district, and no public school shall be required to enroll such pupil until the terms of the suspension have been met or the time of the suspension has expired.

Residency Requirements

Categories of Residency:

1. Students whose parents, legal guardian, or legal custodian holds legal residence in the district.
2. Students who have been placed in a foster home within the district by the person or agency holding legal custody pursuant to court order or by a state agency having legal custody.
3. Students whose full-time care and custody is held by an orphanage or an eleemosynary child care facility.
4. Students who reside in the district and support themselves entirely by their own efforts.

5. Students who have been placed in a public or private residential childcare or treatment facility and whose place of legal residence cannot be determined.
6. Court approved documents for legal guardianship are required.

Procedures for Determining Residency

The following procedures shall be used to determine the residency of a student in the district:

1. All students shall be required to provide admission information at the time of enrollment.
2. In determining the residency of a student, the administration may require proof of residency and/or affidavits or verification of residency.
3. If a student is denied admission to a school in the district by the administration, the student shall be notified of the reasons for denial in writing. The student may appeal the denial to the District Residency Officer in writing, stating the reasons for appeal. The District Residency Officer will notify the student of the appeal decision in writing, stating the reasons for the decision.
4. If a student has been admitted to the district after establishing a bona fide legal residence in the district, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year. If the district determines that the student did not, in fact, establish a bona fide legal residence in the district, the student's permission to attend school shall be revoked, and tuition shall be charged for the days attended.

Attendance Policy for Excessive Absences (AU)

To receive credit in a course, students must have fewer than 10 absences per class during a semester. NOTE: ALL absences count towards the 10 allowed per semester (Medical, excused, unexcused, parent phone calls, etc.)

The ONLY exception to absences not counting towards the limit of 10 are the School Activity Absences, where the student is at school but not in class due to an activity such as athletics, field trips, etc.

Students with more than 9 absences will receive a grade of “NC” (no credit) if the student has a passing grade in the class at the end of the semester, or “F” if the student was failing the class at the end of the semester.

Absences resulting from long-term illness or hospitalization will generally be waived if proper medical documentation has been provided to the school. On occasion, a situation other than illness can result in absences that could not have been avoided.

At the end of the semester, parents may request to appeal the number of absences accumulated. The Absence Appeals Committee, (made up of at least 3 faculty members) will schedule times for parents/guardians to explain to the committee why their student’s absences could not have been avoided.

At the end of the semester the request to appeal must be made to the principal within 5 days of receiving this notice. The decision of the committee shall be final and results will be mailed to the parents on the first work day following the meeting.

Notes or phone calls from parents are appreciated to excuse an absence, but this only allows for make-up work to be completed.

Please note that medical documentation and notes from parents are due **within 24 hours or 1 school day upon student returning to class.** Stratford schools **will not** accept notes or medical documentation AFTER this 24 hour time period.

Tardies

Definition of tardy: A student is tardy if not in the classroom when the tardy bell rings. A student who is more than fifteen (15) minutes late for class shall receive an absence for that class period. All work assigned during that period will be due as assigned. Tardiness to class is a disruption of the normal operation of school and must be taken seriously.

Unexcused tardies accumulate for each semester in a class. After three tardies in a class, the student will receive 1 unexcused absence, and parents will be notified or contacted by the teacher. In addition, at the administrators discretion, student receiving more than 3 tardies may receive disciplinary action.

Semester Test Guidelines

1. All students in Grades 9-12 will be required to take an end of semester test.

Exception A: Seniors may be exempt second semester depending upon grade average, attendance and office referrals.

Exception B: Students in grades 9-11 may be exempt second semester if he/she passes the class and the EOI test for that class.

2. All teachers will be required to give an end of semester test.
3. The tests will be given on designated test days.
4. Tests will be worth 10% of the final grade and may be comprehensive.

Semester grades are figured on total points earned divided by total points assigned.

Bonus points rewarding attendance will be added to the final test using the following scale:

1. Perfect Attendance for a semester, NO ABSENCES (excluding School Activity)
40 points added to final test.
2. No more than 1 absence, (excluding School Activity)
30 points added to final test.
3. No more than 2 absences (excluding School Activity)
20 points added to final test.
4. No more than 3 absences, (excluding School Activity)
10 points added to final test.

Middle School Semester Test Guidelines:

1. All 8th grade students will be required to take an end of semester test. Students in 6th and 7th grades may be given semester tests based on teacher discretion.
2. Semester tests will count as a double test grade.

Make-Up Work/Late Work Policy

Make-Up Work is work assigned when the student is absent.

Late Work is work that is assigned when the student is present but not turned in on time, this work will be graded at ½ credit;

however, work more than one day late will be accepted without credit unless otherwise specified per teacher or given assignment..

Make-Up Work must be completed within the same numbers of days absent + 1 day.

- Exception: When the student is absent on the day the assignment is due, the assignment then is due on the day the student returns to class.

School Activity Absences

Any student who can participate by way of eligibility will be allowed ten (10) activity absences, (ES) **per YEAR, per class**. Activity absences are any absence caused by participation in school-sponsored activities that require the student to be absent from his or her regular class schedule. Parent and guardians who wish to request that additional activity absences be allowed for a student may do so in writing to the principal.

Leaving School Grounds/Checking Students Out From School

Parents must check-in with the office to sign their child out of school. Students being checked-out for lunch, doctor's appointments, or other reasons must be checked out by the parent or someone who is listed on the emergency contact list. The office will not allow check-out of a student from the building with friends or relatives of that student unless they are on the emergency contact list. Stratford School is a closed-campus school. Students may not leave school grounds for any reason during the school day without the express permission of the parent and the knowledge of the office. Students who leave school property without permission will be considered truant, and the appropriate consequences according to the discipline policy, will be implemented.

Truancy

Students must check out through the office before leaving school and will be considered truant if he or she fails to do so. Any student checking out of school for the day must leave the grounds immediately, and upon return to campus, must check back in through the office. Disciplinary action will be taken for truancy. Work will not be made up when a student is determined to be truant. **Stratford Public School cooperates with the District Attorney and the Garvin County Truancy Program. The school is required by the District Attorney's office to report all**

students that are truant from school. The school is asked to contact the District Attorney's office whenever a student is absent four (4) or more days or parts of days within a four (4) week period, or ten (10) days or parts of days within a semester. Violation of these statutes is a misdemeanor. A notification letter will be sent from the District Attorney due to 6 absences AND either a phone call or visit or both from our School Resource Officer.

Closed Campus

Stratford School District maintains a closed campus during lunch for all students. Parents must **physically** come to the office to check out students for lunch between the hours of 11:50 to 12:20 (M.S.) 12:45 to 1:15 (H.S.). **No phone calls will be accepted.** A student who leaves campus without being checked out and picked up by a parent, guardian, or person on the emergency contact list will be considered truant and disciplinary action will be taken. Any student who provides transportation away from the school at lunchtime for another student will also be subject to disciplinary action.

Exception: Students in good academic standing and school behavior may be allowed off campus lunch on Friday.

Off-Limits Areas During Lunch

High school students have 3 areas to spend their lunch break:

1. School Cafeteria
2. In front of Gym or lobby during bad weather
3. High School commons area with duty teacher or principal permission

All other areas are off limits.

College Days for Seniors

A senior may be excused from school for two days to visit or to enroll in college. The following criteria must be met:

1. The student must have the academic background to attend the college being visited.
2. ***Arrangements to visit the college must be made through the principal or counselor's office before the day of the visit.***

3. A parent must call to notify the school of the absence. The student must bring back a signed statement on official letterhead from the college registrar's office as proof of the visit.
4. An unexcused absence will be recorded if these criteria are not met.

Perfect Attendance

Perfect attendance certificates and rewards will only be given to students who have been neither absent nor tardy for the entire school year. When a child misses school for any reason other than a school sponsored event, they will be counted absent; this includes leaving before 3:10 p.m. in the afternoon.

Cafeteria

All students are invited to eat in the school cafeteria. Our school serves breakfast from 7:30-8:00 a.m. Lunch times for 6th-8th grades will be from 11:55 -12:25. High School lunch will be from 12:50-1:20. Students that wish to bring their lunch will dine with other students in the cafeteria; they may purchase milk ala cart.

General Conduct Expectations

We ask that students observe a few general conduct guidelines. If these are followed, then the time spent at Stratford School will be productive and pleasant for you and those around you. One of the most important words you can learn the meaning of is RESPECT. If you put into practice the meaning of this word, you will be a very successful person no matter what you are doing.

RESPECT: Giving careful thought concerning the needs and feelings of others, yourself, and the needs of the environment you live in.

1. While at school respect others, respect yourself, respect your environment, be polite, be helpful, and be honest.
2. In the classroom, conduct yourself in a manner that promotes a positive, orderly learning atmosphere.
3. In the cafeteria, enter, eat, and leave in an orderly and quiet manner. Students are to refer to school personnel as Mr., Mrs., or Miss in a respectful manner. Respect for others is one of the greatest lessons taught or learned.

Students are asked to please respect the property that is near our school building. They are asked not to go into the yards of neighboring property or to block driveways.

Discipline and School Safety Policies

The discipline plan of the Stratford MS/HS is based on the proposition that teachers have a right to teach and students have a right to learn. When the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual as well as that of the school. The teacher will handle most inappropriate behavior in the classroom. Each teacher will establish a set of relevant classroom rules. Teachers will document their attempts to resolve minor misbehavior in the classroom prior to any referral to the office. Classroom consequences for misbehavior might include verbal warning, parental contact, and isolation within the classroom, disciplinary writing assignments, and behavior improvement contracts. **Please be aware that it is expected that all students consistently follow rules and regulations of the school environment. Due to this expectation, most office referrals will consider that the student has not responded to classroom corrections and could result in immediate disciplinary action.**

Disciplinary Actions

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. In considering alternatives for disciplinary action, the faculty and administration of Stratford

MS/HS will be using items from the following list. However, school staff is not limited to these alternatives/methods, nor does this list reflect a sequencing order for disciplinary actions.

- Conference with student (warning)
- Referral to counselor
- Conference with parents
- Removal from class—either temporarily or permanently (only by administration)
- Requiring the student to make financial restitution. Student will become ineligible to participate in extra - curricular activities until financial restitution is made

- Requiring the student to clean or straighten items or facilities he/she damaged or serve community service with school personnel
- Suspension from participation in extra-curricular activities for a length of time deemed appropriate under the circumstances
- Academic Displacement
- Involving law enforcement personnel
- Suspension-short term (9 days or less)
- Suspension-long term (10 or more days)
- Corporal punishment
- Assignment of written disciplinary reports
- Any other disciplinary action deemed appropriate to the situation
- Suspension of bus privileges
- Noon Detention
- Saturday School

Behavioral Offenses Resulting in Disciplinary Action:

- Accessing a motor vehicle during school hours without administration permission
- Any offense that is a threat to any student or employee of the school district or is disruptive to the school program
- Arson
- Being away from class without teacher excuse
- Being off task during class
- Bullying
- Bus misconduct
- Chewing gum
- Disrespect to a teacher or school employee
- Disruption of class or assembly
- Extortion, blackmail, or coercion of fellow students
- Failure to serve assigned Detention or Encore
- Fighting
- Hazing and harassment
- Horseplay
- Improper use of a motor vehicle during school hours or at a school function while on school property
- Inappropriate language
- Initiating a fight
- Interfering with school employees through

- striking, threatening, or otherwise abusing such employees at any time or place
- Leaving school without permission
 - Lunchroom misconduct
 - Misbehaving in hallways and other school areas
 - Name calling
 - Obscenity or vulgarity
 - Participating in unauthorized or disruptive demonstrations on school property
 - Possession of a dangerous weapon other than firearms (See Dangerous Weapons Policy)
 - Public display of affection
 - Sale, use, or possession of alcoholic beverages, illegal drugs, or drug paraphernalia (See Drug Free Schools Policy)
 - Skipping class
 - Smoking, possession, or use of tobacco products on school grounds or at school activities
 - Theft
 - Truancy
 - Unexcused tardies
 - Vandalism
 - Violation of parking regulations

Dress Code

All dress at Stratford MS/HS should be appropriate, modest, and in good taste. Dress should be comfortable and appropriate for the learning situation. Clothing or apparel that is distracting or disruptive to the learning environment is unacceptable.

Compliance with the dress code is the responsibility of every student and parent and is to be enforced by every certified staff member. The judgment of the principal concerning the appropriateness of clothing is final. The following dress code is for all students in grades 6-12, and are specifically prohibited:

- Exposure of the breast whether exposure is caused by low cut tops or loose underarms
- Hats and sunglasses are not to be worn inside any building
- Visible undergarments (no straps showing)
- Loose buckles or straps
- Chains of any kind

- Clothing that the principal deems inappropriate for the school day
- Pants, jeans, and shorts worn below the top of the hip
- Color or style of hair that becomes distracting to others
- The wearing of any clothing that suggests anything of a sexual nature or that carries the connotation of immorality, vulgarity, tobacco, drug or alcohol usage, or is associated with “gang” membership will not be allowed at school or at school functions
- No trench coats will be allowed at school at any time
- Exposed midriffs or shirts that reveal the torso
- **Pajamas**
- **Bedroom slippers (shoes must be worn at all times)**
- Clothing designed to call undue attention to the wearer and/or extremes in dress and/or personal appearance, excessive piercing, or other items which tend to cause distractions or pose potential health problems to others will not be tolerated
- Swimsuits, halter tops, or mesh tops
- Shorts, skirts, and dresses shall be sufficient length that they extend past the middle finger with the arms and hands fully extended when in a relaxed or normal position
- No excessively tattered or torn clothing
- Facial piercing is prohibited
- Holes in clothing must meet all other regulations
- **Running shorts cannot be worn in academic classes**

Students will be instructed to remove hats or sunglasses or to obtain a jacket or other suitable outer-garment to cover an inappropriate top. Students wearing inappropriate attire will be directed to the office to either contact a parent to bring appropriate clothing or to address the issue themselves with an article of clothing which is in compliance with school dress code.

Dress code violations may result in the following disciplinary actions; Verbal/written warning and sent home to change clothing if necessary. If a student is required to go home to change clothes, the time missed will count as an unexcused absence.

Dress Code for Graduation

Due to the formal nature of the graduation ceremony, students should dress appropriately for this occasion. Under the graduation gown, the young women should wear a dress or skirt/dress pants

and blouse, and dress shoes. The young men should wear dress pants/slacks or nice jeans, a shirt with or without a tie, and dress shoes or boots. Students not in proper attire will not be allowed to participate in the graduation ceremony.

Senior Graduation Deadline

Stratford School Board will set a date four school days prior to Graduation **for all course work to be completed.** This is to allow for transcript and credit verifications. This day will be determined as early as possible in the spring semester.

Academic Dishonesty

Any attempt to obtain credit for work done by another is totally unacceptable at Stratford High School. This includes cheating on tests, copying work of others, allowing others to copy your work, copying word-for-word from published works (plagiarism), and similar activities. The following actions will be taken when a student participates in a form of academic dishonesty:

1. A zero will be assigned as a grade.
2. No extra credit will be given to raise a grade.
3. Parents will be notified.
4. The principal's office will be notified.

This policy is not intended to inhibit students from seeking tutorial assistance from peers, teachers, or parents. Interaction between students, faculty members, and parents is encouraged and is often beneficial.

Student Discipline: Out-of-School Actions

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board of Education; however, the Board of Education believes that disciplinary action for conduct occurring off school property and not involving a school activity is not proper if the conduct has an adverse effect upon the school. Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which, in the opinion of the school administrators, has an adverse impact upon the school. Such activity includes, but is not limited to the following:

1. Damaging school property, e.g. a school bus

2. Engaging in an activity in person or through social networking which causes physical or emotional harm to other students, teachers, or school personnel
3. Engaging in activity which directly impedes discipline at school or affects the general welfare of school activities

Hazing and Harassment

It is the policy of the Stratford School District that no students or employee of the Stratford School District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. Any student or employee will subject no student in this district to hazing, harassment, or any other form of persecution, whether or not such hazing, harassment, or persecution is connected to any fraternity organization. For the purpose of this policy hazing is defined as the deliberate harassment of a student by means of rough practical jokes or by causing the student to perform meaningless, difficult, or humiliating tasks. This policy is not intended to prevent school district authorities from taking necessary and appropriate action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and termination for employees.

Sexual Harassment

Sexual harassment by students or school employees will not be tolerated. Any student or school employee who feels he or she has been sexually harassed should contact the principal or superintendent for a complete copy of the district's sexual harassment policy.

Public Display of Affection

No bodily contact beyond holding hands will be permitted. Students may be subject to disciplinary actions for repeated offenses.

Bullying

Bullying is defined as a continuing, systematic, or targeted verbal, physical, or gestured threatening or assault of another student. Including, but not limited to, harassment on playgrounds/recess areas and in athletic locker rooms, vandalism or theft of any personal property from lockers or any other area, and the interference of any student in the course of their daily routine

causing them to feel unsafe from mockery, name calling, provocation, threats and harm. The administration can determine that a student's actions qualify as bullying at anytime. Once a student's actions are determined to be bullying in nature the student will be subject to the following policy:

For violations the administration may suspend a student up to nine days and/or recommend that the appropriate placement for the student is Alternative Education. Any subsequent offense either in school or in the Alternative Education program will result in suspension for the remainder of the semester.

Internet and Other Computer Networks Acceptable Use and Internet Safety Policy

The Stratford School District is please to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its' computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A student who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

Acceptable Uses

1. Educational Purposes Only. The school district is providing access to its' computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy, view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or

- copyrighted materials. Even if materials or the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies): employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan Horse", "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others including credit card numbers and social security numbers.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

- D. Be considerate when sending attachments with e-mail (where this is permitted.) Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student finds that other users are visiting offensive or harmful sites, her or she should report such use to the person designated by the school.
2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18.) Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself.

Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that;

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access

and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE:

21 O.S. §1040. 75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, PL. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [1])
Elementary and Secondary Education Act of 1965, as amended
(20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE:

Policy DOBC, Disciplinary Procedures, Certified Employees
Policy EFBC, Computer Use
Policy EFEA, Using Copyrighted Materials

Dangerous Substances/Weapons

DANGEROUS WEAPONS, NON-INTOXICATING BEVERAGES (LOW POINT BEER), INTOXICATING BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE CHEMICAL SUBSTANCES

Any student found to be in possession of, use of, or distributing or offering to distribute dangerous weapons; non-intoxicating beverages (low point beer), intoxicating beverages; or controlled dangerous substances, counterfeit drugs, or any other abusable chemical substance, including prescription medication, may be suspended for the remainder of the current term and all of the succeeding term. A report and/or notification shall be provided to the proper legal authorities. This regulation shall also apply to students who possess or distribute or offer to distribute substances, including prescription and non-prescription medications. Therefore, students may be disciplined for distributing non-prescription or prescription medications or look-

alike, fake, counterfeit drugs, or any other chemical substance to other students, even though such medication or fake drug is not an illegal substance. Such distribution is prohibited in school buildings, on school property, or at any school-sponsored event. Discipline may include suspension up to the rest of the current semester and all of the succeeding semester. It is a felony to possess a weapon on school grounds or at school-sponsored functions. The following items are defined as weapons and are not allowed on school grounds or at school-sponsored functions: knives, firearms (real or imitation), hunting bows and arrows, martial arts paraphernalia, and explosive devices (including live ammunition). A weapon can be defined as any object that can be used as a weapon or in a threatening or violent action and is prohibited from being carried on a student's person or in a student's possession (including vehicles, book bags, and lockers). The use, display of, or possession of any kind of gun, weapon, or device capable of discharging or throwing projectiles (whether loaded or unloaded) on the campus, parking lots, premises or property of Stratford Public School or during school sponsored activities, functions or events shall result in the immediate suspension of all students involved for a period of time which shall not be less than the balance of the term in which the infraction occurred and not more than two terms. In accordance with federal law, Stratford Schools maintains a **NO TOLERANCE POLICY** with regard to possession of such devices. For the purpose of this policy, a student who aids, knowingly accompanies, assists, or participates with another student who uses, displays, or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy shall be suspended for no less than the balance of the semester in which the infraction occurred and no more than two semesters. When a violation of this policy occurs, the parent or guardian, as well as the police will be notified. The student will be suspended for up to ten (10) days pending a hearing to decide whether the suspension will be enforced for one or two terms.

Detention

The principal or designee may assign lunch or Saturday detention. Lunch detention is held daily in a designated room during MS/HS lunch, and Saturday detention is held 2 times each month from 8 a.m. to 12 p.m. Students assigned to detention are expected to follow the rules listed. Students must be quiet, stay seated, and remain awake while in detention. A policy of NO TOLERANCE for any disruption of detention will be enforced. A student who is

asked to leave detention for disruption will subject to a more severe consequence. If a student skips detention they will be subject to corporal punishment and/or suspension.

ATTENDANCE FOR DETENTION TAKES PRECEDENCE OVER ALL OTHER ACTIVITIES. Arrangements must be made in advance with the principal to be excused from an assigned detention to attend any other school activity.

The following rules apply to detention:

1. Be on time.
2. No electronic devices allowed.
3. Students must be quiet, stay seated, and remain awake while in detention.
4. Students must bring academic work or appropriate reading materials.

Out of school Suspension-Major Offenses

The number of days for a suspension will vary depending upon the seriousness of the offense or the number of previous suspensions. A suspended student is suspended to the custody of the parent(s) /guardian(s) and is not allowed to be on or near school premises or to attend any school activity for the duration of the suspension. To do so may result in further suspension. No academic work may be made up for the days covered by a suspension.

Search of Students

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances: the superintendent, principal, teachers, or security personnel of this school (authorized personnel) may detain and search any student or students who are on the premises of the school district or who are attending or in transit to any event or function sponsored or authorized by the school. Such searches can only be conducted under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on his/her person or property, alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances (as defined by law), stolen property (reasonably suspected to have been taken from a student, a school employee or the school), or any other items which could create disruptions in school operations.

2. School lockers and school desks are the property of the school, not the student. The users of locker, desks, and other storages areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
4. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
5. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized warrant.
6. Items that may be seized during a lawful search – in addition to those mentioned in paragraph one above– should include but not be limited to the following: any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: switchblade knives, brass knuckles, billy clubs, or pornographic literature are commonly recognized as unlawful or prohibited items. Such items or any other items, which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership (if possible), and held for release to proper authorities.
7. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended for a period not to exceed the current school term and the succeeding term. Such suspension may be in addition to any civil or criminal liability.
8. A student suspended as a result of this regulation may appeal the suspension to the Board Of Education.

Suspension Regulations

Any student who is guilty of immorality or of a violation of the regulations of Stratford Public Schools may be suspended by the

principal (or superintendent). Suspensions shall not be longer in duration than the remainder of the current school semester and the succeeding semester.

Suspension for Ten (10) or More Days

If the principal recommends suspension for ten (10) or more days, he/she shall mail, within 24 hours of the alleged acts, a notice of an informal hearing to the parents or legal guardian of the student. Such notice will contain the following:

1. The time and place of the hearing (must be within five business days of the date the notice is postmarked).
2. A description of the proposed action.
3. A description of the school regulations allegedly violated by the student and an explanation of the act allegedly committed by the student.

At the end of the informal hearing, if suspension is imposed, the student shall be informed of his/her right to an appeal hearing through the superintendent of schools. A request for such an appeal shall be made in writing to the superintendent within 24 hours. Such hearing shall be held within five school days of receipt of the request. The superintendent shall determine specifically if there was sufficient evidence to find the alleged violations occurred and if the penalty was appropriate for the violation(s).

1. The superintendent shall review all information.
2. The parents, the student, and his/her representative may address the superintendent on the evidence presented at the informal hearing and on the appropriateness of the penalty.

If the superintendent upholds the suspension, the student shall be advised that he/she has five (5) school days to request a hearing before the Board of Education through the superintendent of schools. The hearing will be considered at the first regularly scheduled meeting of the Board of Education. The Board's decision shall be final. The Board of Education shall determine specifically if there was sufficient evidence to find that the alleged violation(s) occurred and if the penalty imposed was appropriate.

1. The student and his/her parents shall be present. In addition, the student may have representatives or an attorney of his/her choice present.

2. The student, parent(s), guardian(s), or attorney shall be allowed to offer witness and evidence on the student's behalf.
3. The school will present evidence and witnesses first. This will be followed by the student and his/her representatives.
4. The findings of the Board of Education will be based solely on the evidence presented at the hearing. A copy of the Board's decision will be mailed to the parent(s) and/or guardian(s) by certified mail within 24 hours of the decision.

Note: The student may continue to receive educational services until all appeal procedures are completed. However, if it is determined that the presence of the student in the regular school setting constitutes a danger to the student, other students, or school personnel, or if such presence creates a disruption of the educational process, such services may be provided through home based or alternative educational settings.

Drug-Free Schools Philosophy Statement

The Stratford Board of Education and the administration recognize and believe that the possession and/or use of illicit drugs and/or alcohol are unlawful and harmful to the health of students. Therefore, the following policy is enacted and possession/use of drugs and/or drug paraphernalia and/or alcohol will not be tolerated.

Student Drug Policy

The Stratford Board of Education and the administration prohibits any student from knowingly possessing, using, transmitting, or being under the influence of any of the following substances: alcohol, marijuana, stimulants or any kind such as amphetamines, speed, or any inhalants, any narcotic, hallucinogenic, hypnotic, sedative drug, or any mind modifying chemical capable of altering or impairing the physical or mental faculties or processes of the user, or any other substance considered a controlled substance and not prescribed by a licensed physician for the personal use of the possessor. This policy is in effect by law within one thousand (1,000) feet of school property; on school property; on any bus; during the normal course of the school day or in attendance at a school sponsored activity (on or off campus). Students who are found to be in violation of this policy will be subject to the following disciplinary actions:

Any student found to be in possession of or distributing or offering to distribute dangerous weapons, nonintoxicating – (low-point beer) beverages or intoxicating beverages: or controlled dangerous substances, counterfeit drugs, or any other abusable chemical substance, including prescription medication, may be suspended up to the rest of the current semester and all of the succeeding semester. A report and/or notification shall be provided to the proper legal authorities. Stratford School Board Policy FNCE-R

Medication: Administering to Students

it is the policy of the Stratford Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. Student's name,
 - B. Name and strength of medication,
 - C. Dosage and directions for administration,
 - D. Name of physician or dentist,
 - E. Date and name of pharmacy, and
 - F. Whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. Purpose of the medication
- B. Time to be administered
- C. Whether the medication must be retained by student for self-administration

- D. Termination date for administering the medication, and
 - E. Other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its' employees and agents shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
 - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
 - E. Definitions:
 - 1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 - 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician and must be in its original container.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

Policy Regarding the Use of Drug Dogs

Stratford Public Schools will provide a comprehensive program of drug and alcohol prevention and education for students in the school system. One element of the prevention program will be the use of trained dogs to examine lockers, cars, and personal effects of the student body. The drug dogs will search any student suspected of possessing contraband. The dogs are carefully trained to detect and identify drugs, alcohol, and other controlled substances. The dogs will be used periodically without notice during the school year. The purpose of this program is to assure our students the opportunity to attend a drug-free campus and to provide an avenue of help to those students who need it. In order to implement this program, the following procedures will be used:

1. If the dog identifies a student, locker, or car and no contraband is found, or if the dog identifies a student, locker or car, and contraband is found, parents will be notified. If contraband is found, disciplinary action will be taken. (See sections entitled “Student Drug Policy” and “Dangerous Substances/Weapons”).
2. If a dog identifies a car and the student refuses to allow school officials to search the car, the student’s parent(s)/guardian(s) will be called to the school. If the parent or guardian refuses to allow the car to be searched by school officials, the matter will be turned over to the local police department.
3. In any case where contraband is found in the student’s personal possession, the evidence will be given to local law enforcement.

Student Accountability Relative to Substance Abuse

Attending class alert and ready to learn is a prime responsibility of students at Stratford Schools. The inability to function in class may occur because of illness, injury, or drug use (prescribed or illegal). A student may be referred to the principal’s office after demonstrating one or more of the following behaviors:

1. Sleeping in class.
2. Drowsiness or listlessness.
3. Slurred speech.
4. Poor general health, red eyes, flushed skin, etc.
5. Odor of smoke.
6. Odor of alcohol.
7. Abnormal or erratic behavior.
8. Inability to concentrate.
9. Wearing jewelry or clothing that promotes drug, alcohol, or tobacco use.
10. Fighting.
11. Possession of an illegal drug, alcohol, or tobacco.

A trained employee of Stratford Schools may check the neurological function by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in the Stratford athletic programs to determine whether brain functions has been impaired by injury, illness, or disease. If neurological dysfunction is suspected, regardless of the cause, the parent or guardian of the student will be contacted immediately. The above behaviors as well as the neurological

examination may be sufficient probable cause to search for illegal drugs, drug paraphernalia, or weapons in the student's clothing, locker or automobile.

Orders to Leave School Property

The superintendent or principal of any secondary, middle, or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school buildings or grounds after being ordered to do so by the superintendent or principal shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (Section 513: 70-24-131).

Parking Regulations

Students who drive vehicles to school must register for a parking permit and present current drivers license and insurance verification. Students may park at their own risk and must understand that the school will not be held responsible for damage to a vehicle. Although the parking areas are monitored, students are encouraged to keep vehicles locked. **Parking is a privilege, not a right. That privilege may be revoked for violation of parking procedures and/or unsafe driving practices on or around school areas.** Students may park behind the gym, in the lot on East Elm Street, or in the lot west of library. Morning vocational students may park in front of the gym. Parking is a first come, first serve basis. Cars are not to be moved during the day without permission. Students must ask permission to go to parking lot during school hours. Other areas are off limits to students. Parking violations will result in either school disciplinary measures or ticketing/towing. Upon arrival at school, a student is to park his or her car in the appropriate area and to exit the vehicle immediately. No student shall move his/her vehicle or be a passenger in another vehicle during the school day without the permission of the building principal. When exiting the campus, students are to exit going east on Elm Street. Students should not drive around Elm Street gates. Students in violation will be subject to disciplinary action. Students are not to sit in or on parked vehicles. Vehicles may be searched if, in the opinion of the administration, reasonable suspicion of a violation exists. Tags, bumper stickers, signs, or flags that suggest profanity, advertise

tobacco or drugs, or are inflammatory or degrade another person because of race, creed, or culture are prohibited. For the safety of all students, a 15mph speed limit will be strictly enforced on the streets adjoining the school campus. Reckless driving will result in disciplinary action and/or loss of parking privileges at school. No warning will be issued. Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will be cause enough to have the student barred from driving to school. Any and all violations off school campus will be dealt with by the proper legal agency having jurisdiction.

Hall Passes

A student should never be away from class without a hall pass that reflects what teacher's class they are away from. Disciplinary action may be taken if a student is found in violation of this policy.

Tobacco

State law and Stratford School Board policy prohibit the use of or possession of tobacco products on school property or at school activities. The possession or use of tobacco products (smoking, dipping, or chewing) is also prohibited on or around school property, and students are not to congregate off of school grounds for the purpose of tobacco use. Failure to comply with this regulation will be cause for disciplinary action and/or dismissal from school.

Academic Policies

Eligibility

Oklahoma Secondary Schools Activities Association eligibility standards are required of all students engaging in co-curricular activity programs. **Grades 9-12.**

Semester Grades: A students must receive a passing grade in any five subjects that will be counted toward graduation during the most recent semester that the student attended for at least fifteen (15) days. (Prior to the senior year, all classes count toward graduation.) Students who do not pass at least five classes that will count toward graduation will be ineligible during the first six weeks of the next semester.

Eligibility During a Semester: Scholastic eligibility for students will be checked after the first three weeks of a semester and each succeeding week thereafter. A student must be passing all

subjects enrolled in on the day eligibility is checked in order to be eligible to participate in extra-curricular and co-curricular activity programs. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes, the next week on grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and last through the following Sunday. A student who has lost eligibility must be passing all subjects on the day of the next grade check to regain eligibility. A student regains eligibility at the start time of the first class for the next week. A student must be in attendance on the day of an event in order to participate. The principal may make exceptions if the absence is a result of illness, medical appointment, injury, or death in the immediate family. If a student is under suspension on the day of an event, he/she may not participate. A student who is delinquent in turning in money owed for fund-raising, re-sale items, or in making restitution will also lose eligibility.

Honor Students

Selection of a valedictorian, salutatorian, or honor student will be based on the grade point earned in subjects taken in grades 9 through 12. Beginning with the class of 2014, in order to be eligible for any of the recognitions above, a student must have taken at least trigonometry or math analysis **and** chemistry or human anatomy, or be enrolled at OSSM. A weighted 4.0 scale will be used. Grades in classes recognized as honors classes, advanced placement classes, or students enrolled in OSSM will be weighted as follows: A=5.0, B=4.0, C=3.0, D=2.0. The top 10% of the class will be considered honor students. The student with the highest grade-point average to the nearest hundredth decimal point will be valedictorian, and the student with the second highest average will be salutatorian. If two or more students have the same grade point average to the nearest hundredth decimal point, all will be considered valedictorian. The student with the next highest average will be considered salutatorian. To be eligible for consideration, a student must be enrolled at Stratford High School as a full-time student with a full schedule of classes. Senior students who transfer or move into the district after the first grading period will not be considered for honor status. Honor student status will be determined at the end of the first semester of the senior year.

Honor Classes

<u>Must Take:</u> Trigonometry or Math Analysis And Chemistry or Anatomy or be enrolled at OSSM

Report Cards and Grading

Report cards will be issued at the end of each nine-week grading period. There will be four grading periods each year. The grading system is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60
I	Incomplete

If a student receives an "I" as a grade, the student must complete all work and the letter grade must be recorded within two weeks of the grading period. If the "I" is not changed to a letter grade, the "I" will become an "F."

Parent-Teacher Conferences and Report Cards:

Parent-teacher conferences will be held at least once each semester. Report cards will be issued on a nine-week basis. Parents will be notified in a timely manner if a student is failing a class prior to the end of the grading period.

Retention Policy (Grades 6-12)

A policy for retention of students:

1. No Student will be promoted who has failed more than two subjects during the school year.
2. OCCT (Oklahoma Core Curriculum Tests) may also be used in determining promotion or retention of students.
3. No pupil will be retained more than two years.
4. Students who will be 14 years of age on after September 1 will be placed in Grade 7.

Honor Roll Criteria (Grades 6-12)

Honor rolls are recorded at the end of each nine-week and semester grading period. To be included on an honor roll, a student must have a grade in each class in which he or she is

enrolled and have no grades of “I”. The following grade point averages determine honor roll status:

Superintendent’s Honor Roll: 4.0 and above

Principal’s Honor Roll: 3.6 – 3.99

Teacher’s Honor Roll: 3.3 – 3.5

Graduation Requirements

HIGH SCHOOL GRADUATION REQUIREMENTS
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English	4 Units Grammar, Composition, Literature
Science	3 Units Lab from Physical Science, Biology, Chemistry, Human Anatomy, Environmental Science
Math	3 Units from Algebra 1 & 2, Geometry, Trigonometry, Math Analysis With either one math or Chemistry taken during senior year. Note: 1 other math unit required for college entrance.
History	3 Units to include Oklahoma History, American History, Government, and World History
Fine Arts/Speech	2 Units
Electives	9 Units Note: College entrance requires 2 units from Foreign Language, Computer Science, or add'l units of math, science, or history.

Senior Check out Day

To ensure ample time to collect, grade, record, and check senior transcripts the following is required: At 3 p.m., 3 SCHOOL DAYS BEFORE THE END OF THE SPRING SEMESTER OR 3 FULL SCHOOL DAYS BEFORE THE COMMENCEMENT EXERCISE, all work must be delivered to the teachers for grading.

The date will be announced, printed and sent to all parents of prospective seniors. The date will be determined in February of the current school year. Each student and parent will have approximately 3 months’ notice of this due date.

Student Achievement Award Criteria

At the end of the school year, one or more students may be honored as best of class in each subject area.

Other School Policy Information

Alternative Education Program

No student will be allowed to concurrently enroll in both Stratford MS/HS and Alternative School without written permission from a committee of **1.** Director of Alternative Education **2.** High School/Middle School Principals **3.** School Counselor.

In the event a student has been placed in Alternative School and is referred out, he/she will not be allowed to return to “day” school until a meeting has been held between parents, students, and school administrators. The decision of the school administration is final.

- Start time is 4 p.m. Students should not be on campus prior to this time.

Emergency Procedures

During a fire drill or actual emergency a pulsing bell sound will be activated. Students will be led from the building in a quiet and orderly fashion to a designated station by way of routes marked on the emergency map posted in the classroom. All students will be accounted for and kept at the station until released by the teacher. During a tornado drill or actual emergency a continual bell sound will be activated. Students will be led to a designated area in the MS/HS. All students will be accounted for and kept at the station and released by the teacher. In the case of an actual emergency, students will remain in the designated area until emergency services have given an all-clear signal.

Transportation

Transportation services are provided as a service and are not a requirement of the district. Rider privileges can be revoked at any time. The transportation director will determine bus stops. These stops may not always be at a student’s door, but they are planned in a manner that will provide the most efficient bus routes while providing the best possible service to students. Bus riders are under school authority from the time they get on the bus in the morning to until they exit the bus in the afternoon. The bus driver is employed by the school to drive the bus; therefore, students are under the jurisdiction of the bus driver while they are riding the bus. Buses are equipped with video equipment and recordings will

be made randomly as the need arises. The following are rules to observe when riding the bus:

1. Do not distract the attention of the bus driver at any time.
2. Be ready to board the bus when it arrives.
3. Students should remain seated from the time they get on the bus until the time they are to exit the bus.
4. Students shall not place hands, feet, heads, or any parts of the body outside a bus window.
5. Always cross in front of the bus when getting on or off.
6. Vandalism will not be tolerated. (Example: defacing a bus in any manner. E.g.-writing on the seats).
7. Sharp instruments are not allowed at school or on a bus.
8. The administration has the right to take away a student's right to ride a bus if rules are not followed. Guest riders are permitted only with the prior written approval of the administration and the bus driver.

Concurrent Enrollment

Junior and Senior students may enroll in approved courses at an accredited college or university if they meet academic criteria for admission and have made the appropriate score on either the ACT or SAT. The student must be able to satisfy requirements for high school graduation by the spring of the senior year. Work completed at the college level may be counted toward meeting local graduation requirements. Each two or three semester hours of college work will count as $\frac{1}{2}$ unit of credit toward meeting local requirements for graduation. Students who are enrolled concurrently at an institution of higher education are expected to meet the attendance regulations of the institution and of Stratford High School. If a student fails or withdraws from a course at an institution of higher education through concurrent enrollment, the student will not receive credit for the class toward meeting high school graduation requirements. Upon withdrawal, the student must resume full-time attendance at Stratford High School.

Correspondence Courses

High School correspondence credit to be applied toward graduation from Stratford High School shall consist only of credit earned by correspondence through one of the regional correspondence courses. Stratford High School must receive notification of a final grade for all correspondence courses by May

1st if the course is being used to meet high school graduation requirements. Only students who are enrolled in a normal course load at Stratford High School may pursue a correspondence course. The principal or superintendent must approve enrollment in a correspondence course.

Mid-America Area Career Technology Center

An additional part or extension of Stratford High School's curriculum program is the Mid-America Career Technology Center in Wayne, Oklahoma. Mid-America's daytime curriculum includes twenty-two training programs. All programs are 1,050 clock hours in length. Secondary students attend half-day sessions for two school years to complete any given program of study. Morning sessions are from 8:10 – 11:10a.m. and afternoon sessions are from 12:45 – 3:45p.m.. All students who successfully complete their training program will receive a certificate of completion, listing areas of training and the level of competence achieved. Secondary students also earn four elective units of credit per school year if course requirements are met. High school students have the option to substitute one year of Vo-tech for one of the math or science units required for high school graduation. All units of credit earned at Mid-America are issued on the local high school transcript. Many courses in Mid-America's programs are accepted as college credits at certain junior colleges with which Mid-America has such arrangements. Transportation is provided from Stratford to Mid-America each day. Stratford High School and Mid-America Area Vocational-Technical School maintains a reciprocal agreement concerning disciplinary arrangements (i.e., any student suspended from Mid-America shall be suspended from classes at the home campus and vice versa).

Schedule Changes

No schedule changes after 7 days of class. Last day to change classes for fall semester is Friday, August 23rd, 2013. Last day to change classes for spring semester is Thursday, January 16th, 2014.

Course offerings are largely determined by your requests at the time of spring enrollment. After you choose your classes, a schedule is prepared for these classes to be taught, and teachers are assigned to each class. It then follows that your selection of classes, alternates included, is set for the school year. Schedule change requests made prior to the beginning of the school year will be considered and granted when possible. Once the school year has begun, schedule changes will be made on a very limited

basis and only when certain criteria are met. See the principal or counselor regarding requests for schedule changes.

School and Classroom Visitation

Visitors are welcome at Stratford Schools. However, to avoid any disruption of the regular school routing, the following policies will be adhered to:

1. All visitors must report to the appropriate principal's office to register the nature of the visit. The principal or secretary shall issue a visitor's pass before a visitor can proceed to any other location on campus. The principal will make the necessary arrangements to accommodate the visitor.
2. The teacher's lounge, classroom, etc., shall not be used for any captive audience other than authorized personnel.
3. Teacher's conference periods are for parent/student conferences and lesson planning. Arrangements may be made through the appropriate principal for such activities.

School Closing Due to Inclement Weather

Whenever road conditions become hazardous due to inclement weather, school may be called off by the administration. If school is dismissed, extra-curricular activities that are scheduled for that day and evening will also be cancelled. Exceptions may be made if Stratford is participating in playoff competition or tournaments. If that case arises, the decision to participate will be made by the administrative staff. When school is closed due to inclement weather, patrons may watch television channels 4, 5, 9, or 10 for school closing reports. These stations will be alerted if Stratford Schools will be closing.

Fund-raising Activities

For administrative purposes, fund-raising activities shall be designated as follows:

1. **Assigned**-Assigned fund-raising activities shall include but not be limited to the following: gate and concession receipts, vending machine receipts, and school picture commissions. Assignments shall be reviewed annually and present for approval by the Board of Education as the July or August Board of Education meeting.

2. **School Initiated**-School initiated fund-raising projects will generally be developed by the students/members of an organization with the supervision and guidance of the organizational sponsor(s). The basis for all school-initiated fund-raising should be an identifiable need. The following steps should be followed when initiating fund raising activities:
 1. Identify need and determine if the need warrants a fund-raising activity.
 2. Select one of two fund-raising activities, which would be adequate to meet the need.
 3. Specify what students will be involved in the activity and what the duration of the project will be.
 4. Schedule activity with the appropriate principal. The principal will check for conflicts.
 5. Select a suitable Community Service project.
 6. Present to the Board of Education through the principal and the superintendent for approval.
3. **Non-School Initiated**-From time to time, patrons of the district may wish to provide a fundraising activity for the school. When such a situation arises, the patron should direct the offer through the superintendent's office.
 1. The patron should provide the nature of the activity.
 2. When the activity will occur.
 3. What organization or group of students the patron wants to participate.
 4. An estimate of the revenue to be generated by the activity.
 5. The superintendent will place the proposal in written form and have the patron sign the proposal, presenting the patron and building principal with a copy of the agreement.
 6. The organization will then be asked to accept or reject the offer. If the offer is accepted, the appropriate building-level administrator will present the project for board approval at the next regularly scheduled board meeting.

*If time is a factor, a special board meeting may be called for this purpose. The written proposal will supersede all verbal communication by and between the patron and other parties involved. Any changes in the agreement would be reduced to

writing and signed by the patron and the superintendent. If the patron does not express a preference of organization, the administration will offer the project to an organization or group based on identified needs, which exist at the time. All groups have standing needs; therefore, the selection of a group will be based on the needs at the time of selection. If the patron specifies a particular organization that does not have an identified need, the organization will be asked to submit a need for approval by the board or asked to defer.

4. **Non-School Sponsored Assigned**-Any fund-raiser for functions not sponsored by the school must be identified as such. This includes fund-raisers for a parent-sponsored senior trip. If school facilities are used, the fund-raising activity must be approved by the Board of Education.

Student Responsibility in Fund-Raising Activities

Student participation in fund-raising is voluntary; however, qualification for some activities may be based on such participation. Each student who participates is responsible for keeping accurate records and turning in all money raised. If fund-raising money or goods are lost or stolen, the student will be responsible for replacing them. Students who are delinquent in paying for class or organization-sponsored fund-raisers shall not be allowed to participate in extra-curricular activities. When the student has been delinquent for 30 days in turning in money or goods owed, the sponsor shall notify the parent or guardian by certified mail that the student will become ineligible to participate in extra-curricular activities until payment is made. The student will be given 10 additional days from the day the letter is mailed to remit payment for goods or money owed. If at the end of the 10 additional days, the student still fails to remit payment, the student shall become ineligible to participate in extra-curricular activities, and the school will pursue proper legal recourse to recover delinquent funds.

Administration

Michael Blackburn
Paul Savage
Tracy Felan
Tony Prichard

Superintendent
High School Principal
Middle School Principal
Asst. Principal

Faculty

Alberson, Robert
Allen, Jennifer

Spanish and Athletics
Special Education

Anderson, Tammy	Business and Computer Tech.
Benge, Tina	High School English
Bohan, Delilah	Math and Athletics
Bryant, Justin	Social Studies and Athletics
Carotenuti, Andrea	English
Fulks, Jason	Science, Health, and Athletics
Gallup, Shatona	English
Gollihare, Karen	Mathematics
Grimm, Chris	Mathematics
Harrison, Teresia	Science
Henry, Sheila	Business and Computer Tech.
Hinkle, Megan	Mathematics
Lasher, Tyler	Social Studies
Martin, James	History, Health and Athletics
McAfee, Nancy	English and Humanities
Meyer, Shea	Art
Parker, Trisha	Special Education
Prichard, Tony	Science and Athletics
Pullen, Kelly	Computer Tech.
Qualls, Mark	Social Studies and Athletics
Reierson, Rhonda	Science
Thomas, Teri	English and Speech/Drama
Wright, Justin	Agriculture Education
Wood, Christi	Middle/High School Counselor

Staff

Missy Evans	High School Secretary (9-12)
Debbie Lasher	Middle School Secretary (6-8)

Gifted Program

Stratford school offers a program for the gifted student. To qualify for the program, a student must score 97% or above on the composite achievement score on a nationally standardized achievement test or score 97% or above on a nationally standardized intelligence test. Multi-criteria identification procedures are used to identify possible candidates for this program. These include grades, parent referral, teacher referral, and nationally standardized tests. A student must be identified yearly until he/she reaches the third grade. Upon identification in the third grade, he/she may remain in the program with identification once every three years.

ENCORE

ENCORE is a tutorial program built into the school day schedule.

All students are encouraged to attend ENCORE for help at any time. When a teacher assigns a student ENCORE, attendance is MANDATORY. Students wishing to see one of their teachers may do so during ENCORE. ENCORE attendance takes precedence over all other activities. Students who need to make up tests or other work may be required to do so during ENCORE. Students may be assigned weekly ENCORE tutorial for assistance in passing state mandated criteria on referenced tests.

Oklahoma Higher Learning Access Program (OHLAP)

If college is your goal, the Oklahoma Higher Learning Access Program (OHLAP) can put you on a winning track toward a college degree. OHLAP will pay your college tuition as long as you meet certain requirements while you are in high school. OHLAP will also prepare you to succeed in college. If your family's annual income does not exceed \$50,000.00, you qualify for this program. Students must register for the OHLAP program in the eighth, ninth, or tenth grades. So if you qualify and are interested in going to college tuition free, see your counselor, principal or call 1-800-858-1840 to register. If you do not qualify for this program, see your counselor for information on additional scholarships, grants, or student loans.

Proficiency-Based Promotion (Grades 6-8)

Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency-based promotion is a system which awards credit for a student's knowledge in core curriculum areas through an assessment process. All students in grades k-12 are eligible for proficiency-based promotion. Proficiency for advancement to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. Elementary, junior high or high school students demonstrating proficiency 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. If a student demonstrates proficiency for curriculum areas in grades 9-12, appropriate notation will be entered on the high school transcript and the unit will count towards meeting graduation requirements. Failure to demonstrate proficiency will be noted on the transcript. Priority Academic Student Skills and other types of evaluation and assessments for each core curriculum area will be made available upon request. For more information regarding proficiency-based promotion please contact the principal or counselor.

Cumulative Records

It is the policy of the Stratford Board of Education that a cumulative record shall be kept as the official file of each student enrolled in the Stratford School District. The record shall contain the progress of the student from kindergarten throughout the remaining school years and shall include but not be limited to the following: grades, attendance data, health and immunization history, results of testing programs, school activities, and personal and family background.

Deliveries to Students

Please do not bring Latex balloons on school grounds.

Deliveries of flowers, gifts, etc., to the students must be made to the main office. Office personnel will not be responsible for anything delivered. Students will be required to come to the office after school has been dismissed to pick up anything that has been delivered. Under no circumstances will vendors be allowed to deliver directly to students or to classrooms.

Drinks From Off Campus

Students may not bring drinks to school from off campus. A Student Store is available to purchase drinks. Food and drinks in the classroom are permitted with teacher permission only.

Cell Phone and Electronic Equipment Policy

An employee or student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Stratford School promotes an environment for instructional learning that is safe and secure. Therefore, the following rules apply to the use of electronic paging devices, cellular telephones, and/or wireless telecommunication devices.

The use of cell phones or other personal electronic devices is prohibited inside any building during regular school hours without academic need and teacher permission. Cell phones are allowed before and after regular school hours and during lunch periods, provided that cell phone use is outside of the building. Students are urged to practice mature and responsible cell phone usage. Students causing a disruption by use of their cell phones will be subject to disciplinary actions.

Students using their cell phones inappropriately will be subject to a referral to the Principal's office and the device may be confiscated by the teacher.

Law Regarding Privacy Rights

A change in state law (Section 24-102 of Title 70) requires local schools to inform their students that **STUDENTS CAN EXPECT NO PRIVACY CONCERNING SCHOOL LOCKERS, DESKS, OR OTHER SCHOOL PROPERTY.** The law reads: "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 school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches. 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."

Library

The schedule for the Library is as follows: Monday and Thursdays- **8:00 a.m. to 6:00 p.m.** Tuesdays, Wednesday and Fridays- **8:00 a.m. 4:00 p.m.** **The Library will be Closed on Weekends.** Since it is also a public library, students should be aware that other people might be using the library at the same time. During the school day, books may be checked out by signature only. After school and on Saturday, a library card is required. An application may be obtained from the librarian. Students may come to the library individually or in class groups. The teacher must accompany the group. When a student is not part of a group, a hall pass is required. When necessary, disciplinary action will be taken by the librarian and reported to both the principal and teacher.

Office Aides-Teacher's Aides

Office Aides will sometimes come into a classroom on an errand from the office. They are always to see the teacher and ask for permission to carry out their duty. They are not to talk to a student unless on official duty and then only with the permission of the teacher. Other students are not to interrupt classes and teachers should not release students to interrupt classes.

Teacher's Aides will be used sparingly and assigned only in classes with large numbers of students. All attendance regulations apply to students assigned as teacher's aides. A teacher may request an aide through the office, and a job description should be provided to the principal. All requests must have approval from the office. All teachers' aides will be assigned by the high school principal.

Student Fees, Fines, and Charges

It is the goal of the Board of Education to provide a quality education to all the children of this district at a minimum cost to the child. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment. In accordance with the policy of the Board of Education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extra-curricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accidental benefit plan.
5. A reasonable fee, not to exceed the actual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items which become the property of the student after use in school activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damaged, or overdue library books.
9. Fees due to the school cafeteria.
10. Other fees, fines, and charges specifically permitted by law.

Student Financial Obligation

From time to time, merchandise such as t-shirts, letter jackets, caps, etc., will be purchased by the school for resale to students.

Students are expected to pay for such items in a timely manner, before the merchandise is ordered or delivered to the student. Students who are delinquent in paying for such items will not be allowed to participate in extra-curricular activities. When the student has been delinquent for 30 days in turning in money owed, the sponsor will notify the parent or guardian in writing that the student will become ineligible to participate in extra-curricular activities until payment is made. The student will be given 10 additional days from the day the letter is mail to remit payment. If at the end of the 10 additional days, the student fails to remit payment, the student becomes ineligible to participate in extra-curricular activities, and the school will pursue proper legal recourse to recover delinquent funds.

Student Lockers

Lockers will be assigned to the students by the MS/HS office. Students may change locker assignments only if cleared by the office. Students are not to use any locker except for the one assigned at the time of enrollment unless specific permission to do so is granted by the office. Lockers are to be kept in a neat and orderly condition and are not to be used for trash.

Teacher Request of Student During the School Day

Teachers who find it necessary to have a pupil dismissed from a class to work on an activity or project must fill out the necessary form and have it cleared by the principal and the teacher who has the student in class at that time. Permission to take a student out of class will be granted only in extreme circumstances. UNDER NO CIRCUMSTANCES SHOULD A TEACHER DISMISS STUDENTS FROM HIS/HER CLASS TO GO TO ANOTHER TEACHER'S CLASS OR TO GO SOMEWHERE ELSE ON CAMPUS WITHOUT SUPERVISION. ANY DISMISSAL OF STUDENTS TO A CLASS OTHER THAN THE ONE TO WHICH THEY ARE ASSIGNED MUST BE AUTHORIZED BY THE PRINCIPAL.

Use of Telephone

The telephone is to be used for business purposes only. Students should not be allowed to leave class to use the telephone except in case of an emergency. Teachers should not allow students to come to the office to use the telephone except in the case of an emergency. If a student is allowed to come to the office to use the telephone, the student must have a teacher-issued hall pass

giving the student permission to use the telephone. Students will not be called from class for a telephone call except in the case of an emergency. The principal will determine whether a true emergency situation exists.

Withdrawal from School

Students who attend school as a resident student may be withdrawn from school:

- a. By submission of proof that the student's residence for school purposes has changed or is about to change to another district.
- b. By the submission of proof that the student has attained the age of 18.
- c. If the student has attained the age of 16, upon written agreement between the principal and the parent, guardian, or custodian of the student that such withdrawal is in the best interest of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian, or custodian until the student has reached the age of 18.

When a student is to be withdrawn, the parent or legal guardian must notify the principal. All district-owned books, supplies, equipment, etc., must be returned to the teachers who issued them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds or fines owed due will be taken care of at that time. Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

Non-Discrimination Policy

Act of 1964, 45 U.S.C. 200d-4. "No Persons in the U.S. shall, on the basis of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." The public agency ensures compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1683: "No person in the U.S. shall, on the basis of sex, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance."

Family Educational Rights and Privacy Act

Stratford Public School shall maintain student records in accordance with the Family Educational Rights and Privacy Act. Parents and eligible students (those 18 years old or enrolled in a post secondary school) have the right to:

1. Inspect and review the student's education records.
2. Stratford School shall limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parents or the eligible student, (2) as directory information*, or (3) under certain limited circumstances as permitted by FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purpose of disclosure.
3. Seek to correct parts of the student's education record that he or she believes to be inaccurate, misleading, or in violation of student privacy rights.
4. File a complaint with U.S. Department of Education, if the Stratford School District violates FERPA.
5. Obtain a copy of the FERPA policy from the Superintendent or Principal's office. The district shall provide translations of this notice to non-English speaking parents in their native language. *The following is designated as "directory information":
 1. Student's name, address, telephone listing, and date/place of birth.
 2. Parent or lawful custodian's name, address, and telephone number.
 3. Major field of study and grade level classification.
 4. Student's participation in officially recognized sports and activities.
 5. Weight and height of members of athletic teams.
 6. Dates of attendance.
 7. Diplomas, certificates, awards, and honors received.
 8. Most recent previous educational agency or institution attended by the student.

The Stratford School District is committed to implement the policy of following the procedures and provisions of the Family Education Rights and Privacy Act. Written copies of the above act can be seen in the following offices: superintendent's office, high school principal's office, and elementary principal's office.

**Exclusionary Policy and Administrative Authority in the
Absence of Policy**

In the absence of established policy, the principal and/or superintendent shall have the right to establish policy. Such policy shall be presented to the Board of Education for official adoption at the earliest possible opportunity. Should any part of a policy contained in this handbook be found to be in conflict with State or Federal Law, the policy shall be void in respect only to that portion which is in conflict.

Asbestos Compliance

In compliance with the Asbestos Hazard Emergency Response Act of 1986, Public Law 99-519, and the United States Environmental Agency Rule, asbestos-containing materials in schools, 40CFR Part 763; and related Oklahoma regulations, Stratford Schools has contracted with Oklahoma Asbestos and Management Services Inc., of Oklahoma City to develop an AHERA Management Plan. Those documents are available for public viewing during the school day in the office of the superintendent. The undersigned does hereby certify that the L.E.A. has and will continue to comply with this AHERA Management Plan.

Michael Blackburn

Superintendent, Stratford Schools

My child and I have received and read the 2013-2014 Student Handbook. We understand and will abide by all items stated in the handbook

Name of Student _____

Signature of Student _____

Name of Parent _____

Signature of Parent _____

Please tear out this page and return it to school.