



**TIYAGA**

*-House of Perseverance-*



**KUUMBA**

*-House of Creativity*



**UBUNTU**

*-House of Friendship-*



**VALOR**

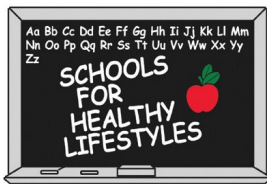
*-House of Courage-*



**SABIO**

*-House of Wisdom-*

*2018-2019  
Parent-Student Handbook  
Welcome to our House!*



• Our mission is to provide effective learning opportunities for all students. •

1508 N.W. 106th, Oklahoma City, OK 73114

(405) 751-1774 FAX: (405) 752-6833

Tobi Campbell, Director

Ruthie Rayner, Principal

WEBSITE: [wvacademy.com](http://wvacademy.com)

## MISSION STATEMENT OF INTEGRIS HEALTH

*Our mission is to improve the health of the people and the communities we serve.*

## MISSION STATEMENT OF STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE (SHA@WV)

Stanley Hupfeld Academy creates a community of lifelong learners through positive connections and a rigorous, integrated curriculum to inspire excellence.

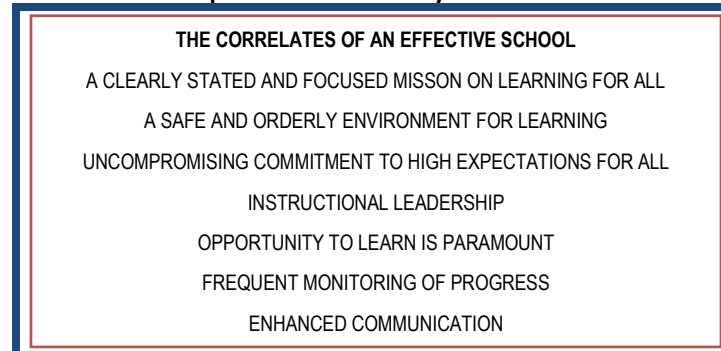
### OUR PHILOSOPHY

SHA@WV believes all students can learn. Our staff celebrates students as individuals and seeks to provide a safe learning community where students meet high academic expectations through the delivery of a rigorous arts-integrated curriculum and the use of advanced technology as tools for learning and developing higher level thinking skills and problem solving capabilities. We believe students can become responsible and healthy adults by learning to solve problems and make appropriate choices. We believe exposure to real-life experiences which develop positive character, cultural awareness and life skills, is essential.

**School Colors: Blue and Gold    Mascot: Eagles**

### Stanley Hupfeld Academy @ Western Village Annual Goals 2018-2019

- To focus on reading & mathematics curriculum and instructional strategies in a way that increases overall levels of student achievement resulting in upward movements of performance; so that 90% or more of all students in grades 3-5 score at or above standard (satisfactory or advanced levels) on the OCCT Math and Reading.
- To design instructional programs, assessments, and interventions that focus on reading & math results, so that 100% of students at each grade level meet or exceed reading & math benchmarks as measured by performance on local assessments. (Focus on lowest performing subgroups including IEP students, Economically Disadvantaged and ELL students.)
- To design language curriculum and instruction across grades K-5 in a way that aligns with the Oklahoma Academic Standards and sets high expectations for written compositions, so that 95% or more of students at all grade levels demonstrate writing proficiency by scoring at or above standard (satisfactory or advanced) on the writing benchmarks.
- Increase students' scientific knowledge by 10% by providing Science, Technology, Engineering, Art and Mathematics (STEAM) education aligned with state standards.
- Increase parental participation 10% by providing consistent, positive & encouraging activities and communication for the parents and families of SHA@WV students so that student achievement is improved in all areas by the end of the 2018-2019 school year.
- Increase school attendance 1% and minimize tardies 10% by providing consistent, positive & encouraging activities, incentives and communication for the parents and families of SHA@WV students so that student achievement is improved in all areas by the end of the 2018-2019 school year.



**To assure the safety of all students and staff, ALL VISITORS, INCLUDING PARENTS, must check in at the front office upon entering the building for any reason, any time of the day.**

## SCHOOL HOURS

Breakfast is served from 7:15-8:00 a.m.  
School hours are from 8:00 a.m.-3:15 p.m.

### **DO NOT DROP OFF STUDENTS BEFORE 7:15 a.m.**

The building is locked, and students will not be supervised until the doors are unlocked.

### **DISMISSAL—3:15 p.m. DAILY**

**NO EARLY RELEASE BETWEEN 2:45 -3:15 p.m.**

### **CLASSES BEGIN PROMPTLY AT 8:00 a.m.**

*Students are expected to report to class on time every day. Arrival time sets a tone for the day. Tardiness often causes feelings of confusion, embarrassment, and exclusion from important morning activities. Students who arrive to class after 8:00 will be considered tardy,*

*tardies after 9:15 will result in a 1/2 day absence. Three tardies equal an absence.*

*Attendance is required and enforced in accordance with Oklahoma State Law.*

**EAGLE MORNING PRIDE—Every Friday from 7:50-8:15 a.m.—Parents are welcome!**

**Students who need to leave before 2:45 must be signed out at the office** by an adult authorized to check out the student.

**DO NOT GO DIRECTLY TO THE CLASSROOM TO PICK UP A CHILD. GO TO THE OFFICE.**

Changes in carpool, daycare, or walking arrangements should be sent to the office in WRITING.

STUDENTS NOT PICKED UP ON TIME MAY BE SUBJECT TO POLICE/DHS REFERRAL.

**SNOW DAYS**- It is our policy to stay open whenever possible. Tune in to your local TV/radio stations for closing updates.

Look for **HUPFELD ACADEMY**.

**AFTER-SCHOOL TUTORING & INTERCESSION OPPORTUNITIES** (During School Breaks) are available by teacher recommendations.



# General Information

**Absent Students:** Parents or guardians should contact the school secretary before 10:00 AM on days when students must be absent. *Parents must also contact daycare providers if their child will not be in school, as the daycare vans will not leave the premises until all students are accounted.*

**Phones:** A telephone in the office is available to students for *emergency* use only. Arrangements for after-school social events, etc. should be pre-arranged. We suggest that students not carry phones to school, but understand the need for students that are walkers in 3rd, 4th or 5th grade to bring a cell phone to school for after school activities. Students in PreK-2nd should not bring phones to school. All student cell phones should be in the "off" position and turned in to the office each day. Students will be allowed to pick their cell phone up at the end of the school day. Students will not have access to cell phones during the school day. The school is not responsible for any lost or stolen phones.

**Bicycles:** Only 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students may ride their bikes to school. Students are expected to park bikes in the appropriate areas. The use of a bicycle lock is encouraged. The school is not responsible for any lost, stolen, or damaged bikes. Scooters and skateboards are not allowed at school.

**Money:** Students should not bring money to school unless it is for a specific school sponsored activity. When ordering book club items, the school can only accept checks made payable to the book club.

**Emergency Information:** It is important for parents to notify the office any time there is a change of address or new phone numbers for home or office. This is necessary in keeping enrollment data updated in the event of an illness or injury. It is very important that emergency numbers be provided.

**Toys/Electronic Items:** Students shall not bring toys, gadgets, electronic games, or anything to school that would cause a disruption of the instructional process. (ex: toys, fidget spinners, SMART Wearables, etc.) Teachers will confiscate these items and parents may reclaim them in the Principal's Office. Toy/water or play guns or play knives are NEVER allowed at school! (See Dangerous Weapons policy.) SHA@WV will not be responsible for lost, stolen, or damaged items.

**Birthdays:** We know birthdays are special days. We want to help our students celebrate while protecting the instructional time of the classroom. We will do this by celebrating birthdays once a month in Eagle Morning Pride. Students who have a birthday will be asked to stand and the student body will sing to them. They will then be able to come to the office for a birthday pencil!

In addition, the last Friday of each month we will have all students who are celebrating their birthday come to the courtyard for a cupcake! Parents, if you would like to donate cupcakes for this event, just bring your donations on the last Friday of the month. We appreciate your support as we limit the number of distractions in the class-

**Be Respectful.  
Be Responsible.  
Be Ready to Learn!**



## **STUDENT ADMISSIONS POLICY FOR STANLEY HUPFELD ACADEMY at Western Village (SHA@WV) CHARTER SCHOOL**

Maximum enrollment at SHA@WV is 330 with a maximum of 20-23 students per classroom (depending on grade level). Students will be admitted to SHA@WV who:

- Are eligible for Pre-K through 5<sup>th</sup> Grade and
- Whose legal parent/guardian shows identification and legal proofs of residence in our attendance area.

Students will be admitted on a first-come, first-served basis. However, class size will not exceed 23 students in grades 2<sup>nd</sup>-5<sup>th</sup>, 22 in 1<sup>st</sup>, and K & 20 in (2) Pre-K classes. Non-resident students may be admitted on a transfer basis if space permits. First preference will always be given to students who have legal proof they live in our attendance area.

Pre-Enrollment is done each year in April/May. The “Intent to Return” form does not guarantee enrollment. Additional enrollment papers must be completed each year for returning students. If enrollment is not completed by the end of May, the student may lose their returning student status.

Students will only be sent to another school if a grade level is full. Parents may enroll one of their children if there is an opening and put their other child(ren) on a waiting list. There will be a waiting list for “in-area” students and one for “out-of-area” or “transfer” students.

As openings become available, the school will call the first student on the waiting list. Phone messages will be left for parents to call the school at 751-1774 to accept or decline enrollment. If a number has been disconnected, the name will be taken off the waiting list. Families who opt not to put their children’s names on a waiting list are no longer considered as a prospective enrollee, until they ask to be added to the list.

### **Nondiscriminatory Statement**

SHA@WV will make every effort to respect the importance of individual dignity and the need for courteous treatment of all persons regardless of their race, sex, creed, color, national origin, sexual orientation, gender identity, religion or disability. No admission decision will be based upon race, sex, creed, color, national origin, sexual orientation, gender identity, religion or disability.

## **STUDENT-TEACHER-PARENT PLEDGE**

*It is important that families and schools work together to help students achieve high academic standards. When teachers, families, students and community representatives partner together and agree upon certain roles and responsibilities, student success in school and in life will more assuredly occur.*

### **STUDENT**

As a **STUDENT**, I will keep my focus on the importance of learning by:

- Being at school on time, every day, with my homework in hand and prepared to work;
- Wearing my uniform clothes and keeping my shirt tucked in;
- Reading 20 minutes each night and returning my "READ & RESPOND" form signed by a parent;
- Respecting others and their property;
- Keeping my hands, feet, objects and comments to myself; and
- Allowing the teachers to teach and myself and others to learn.

### **TEACHER**

As a **TEACHER/STAFF MEMBER**, I will provide your child with every opportunity to learn and succeed by:

- Providing a safe and orderly environment;
- Setting high expectations for myself and my students;
- Delivering instruction and assignments aligned to State Standards, and taught through arts integration, and other scientifically research-based strategies;
- Using multiple assessments to determine each child's strengths and weaknesses;
- Communicating often with parents through phone calls, Thursday progress reports, and conferences; and,
- Treating everyone with respect.

### **PARENT**

As a **PARENT/ GUARDIAN** I will support SHA @ WV's school programs, teachers, and students by:

- Making sure my child gets adequate sleep, arrives on time daily, and wears proper uniform attire;
- Expecting my child to complete daily homework assignments;
- Reading with my child 20 minutes each day and sign his/her "Read & Respond" form;
- Supporting SHA's discipline plan and reinforce SHA's high expectations;
- Attending conferences to discuss my child's progress;
- Participating in school activities;
- Providing updated contact information for my child's records; and
- Treating everyone with respect.



**STANLEY HUPFELD ACADEMY at WESTERN VILLAGE CHARTER SCHOOL – STAFF**

**SCHOOL PHONE: 751-1774 FAX: 752-6833**

**Tobi Campbell, Director– 550-3762**

**Ruthie Rayner, Principal-EXT 113**

**Christy Savage, Secretary-EXT 110**

**Kara Babbit, HR/ Finance Coordinator – EXT 139**

**Susan Ward, Nurse Pract.-EXT 111**

**Tammy Arbuthnot, Reading Specialist- EXT 133**

**Doris Rhodes, Cafeteria Manager-286-2984**



To set up a conference time, please leave a message on the classroom voicemail. The classroom teacher will call you back within 24 hours to schedule a conference.

**PreK**

**Jayne Sivard, PreK Teacher– Ext 138**

**Pre-K Teacher- EXT 115**

**Kindergarten**

**Lynne Doe, Kdg. Teacher– Ext 118**

**Angela Martinez, Kdg. Teacher-EXT 117**

**First Grade**

**Kathy Carter, 1<sup>st</sup> Gr. Teacher- EXT 131**

**Holly Dudley, 1<sup>st</sup> Gr. Teacher- EXT 130**

**Cindy McBride, 1<sup>st</sup> Gr. Teacher- EXT 129**

**Second Grade**

**Alex Hemry, 2<sup>nd</sup> Gr. Teacher- EXT 121**

**Macy Pryor, 2<sup>nd</sup> Gr. Teacher– EXT 120**

**Third Grade**

**Corey Alkire, 3<sup>rd</sup> Gr. Teacher – EXT 122**

**Cheri Price, 3<sup>rd</sup> Gr. Teacher– EXT 124**

**Fourth Grade**

**Tonya Morris, 4<sup>th</sup> Gr. Teacher- EXT 128**

**Alicia Neubert, 4<sup>th</sup> Gr. Teacher- EXT 126**

**Fifth Grade**

**Gretchen Heine, 5<sup>th</sup> Gr. Teacher- EXT 127**

**Heather Meldrum, 5<sup>th</sup> Gr. Teacher – EXT 125**

**Kim King, Special Education Teacher- EXT 119**

**Matt Bell, Technology Coordinator- EXT 142**

**Madeline Mahan, Music Teacher- EXT 132**

**Jacque Bush, Library Manager – EXT 143**

**Bailey Head, P.E. Teacher- EXT 137**

**Shanna DeJear, Art Specialist—EXT 136**

**PARAPROFESSIONAL ASSIGNMENTS:**

**Tiffany Burnett– Pre-K**

**Amy Marshall– Kindergarten**

**Major Wilson– First Grade**

**Torrie Whatley– Third Grade**

**Lauren Williams- Kindergarten & Second Grade**

**Ebbony Rowe- Fourth / Fifth Grade**

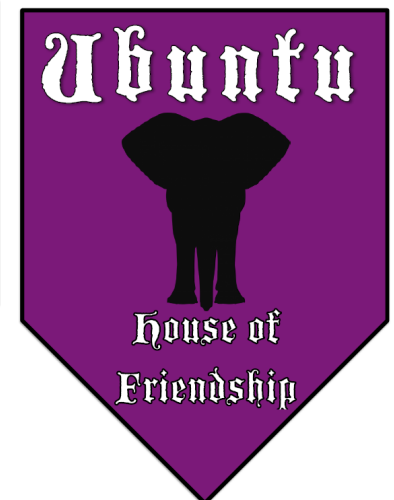
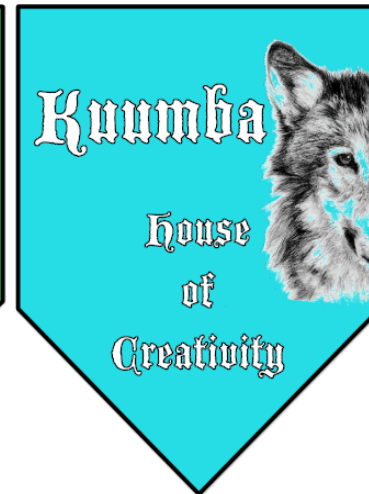
**Barbara Glover– Resource Room**

**Byron Williams— Facilities Manager**

## HOUSE SYSTEM

The goal of the HOUSE System is to create a community of learners that feel a sense of belonging and security so they are motivated to achieve academically, behave appropriately, and to encourage other students in these pursuits. Other benefits include a culture of kindness, support, pride and a focus on character development. SHA students will be randomly placed in one of 5 HOUSES; students will remain in the same HOUSE during their elementary career. Below are some details about each HOUSE. Students will meet twice per month with all HOUSE members and complete character building activities.

<p><b><u>House of Wisdom</u></b></p> <p><b><u>Sabio</u></b></p> <p><b>Pronunciation:</b></p> <p>Sah-Bee-O</p> <p><i>Spanish for wise</i></p> <p><b><u>Mascot:</u> Lion</b></p>	<p><b><u>House of Courage</u></b></p> <p><b><u>Valor</u></b></p> <p><b>Pronunciation:</b></p> <p>Vah-lore</p> <p><i>Spanish for courage</i></p> <p><b><u>Mascot:</u> Tigers</b></p>	<p><b><u>House of Perseverance</u></b></p> <p><b><u>Tiyaga</u></b></p> <p><b>Pronunciation:</b></p> <p>Tee-ah-gah</p> <p><i>Filipino for Perseverance</i></p> <p><b><u>Mascot:</u> Owls</b></p>	<p><b><u>House of Creativity</u></b></p> <p><b><u>Kuumba</u></b></p> <p><b>Pronunciation:</b></p> <p>Koo-oom-buh</p> <p><i>Swahili for creativity</i></p> <p><b><u>Mascot:</u> Wolves</b></p>	<p><b><u>House of Friendship</u></b></p> <p><b><u>Ubuntu</u></b></p> <p><b>Pronunciation:</b></p> <p>Oo-boon-too</p> <p><i>Swahili for compassion</i></p> <p><b><u>Mascot:</u> Elephant</b></p>
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# SABIO

*-House of  
Wisdom-*

"Read absolutely everything  
you get your hands on  
because you'll never know  
where you'll get an idea  
from."  
-malcolm X

**HELPING  
OUR  
UNIQUE  
STUDENTS  
EXCEL**

# UBUNTU

*-House of  
Friendship-*

"do your little bit of good where you are.  
It's those little bits of good put together  
that overwhelm the world."  
-Desmond Tutu



# TIYAGA

*-House of  
Perseverance-*

"It always seems impossible  
until it is done."  
--Nelson Mandela



# VALOR

*-House of  
Courage-*

"Be brave. Take risks.  
Nothing can substitute  
experience."  
-Paulo Coelho

# KUUMBA

*-House of  
Creativity*

"A man who has no  
imagination has no wings."  
--Muhammad Ali



# DISCIPLINE POLICY AND STUDENT BEHAVIOR FOR STANLEY HUPFELD ACADEMY AT WESTERN VILLAGE

(Revised 6-2018)

*All individuals at school and home must work together to create and maintain a safe and supportive learning environment that promotes effective teaching and learning.*

Each teacher will send home administrator-approved copies of his/her classroom discipline plan including rules, positive rewards/incentives, and consequences.

**EACH PARENT MUST READ, SIGN AND RETURN A SIGNED FORM STATING THEY UNDERSTAND THE CLASSROOM DISCIPLINE PLAN.** The school's primary focus is on utilizing preventive AND positive measures to promote learning and developing appropriate life skills. Students who achieve and behave appropriately will be recognized for their efforts. **Students are given lots of encouragement and incentives to behave appropriately. They are also given multiple chances to redirect negative and inappropriate behavior.**

At Stanley Hupfeld Academy, we believe that the classroom environment should support teaching and learning. In order to achieve this goal, students who are disrupting the teaching or learning environment and who are unable to regain control of their own behavior will be asked to take some time to "recover" in another location. "Recovery Time" represents a place where students can go temporarily with the goal of eliminating the disruption... so that the teachers can teach and the students can learn.

The student who is in need of recovery time will be invited to return to the classroom as soon as his/her behavior demonstrates that they are ready. Our goal is that students will be able to recover quickly and return to the classroom setting.

Typically, the teacher would begin with a recovery location within the classroom and move to a more restrictive location based on the severity or frequency of the disruption. These areas might include (but are not limited to) "Classroom Recovery," "Recovery in Another Classroom" or "Office Recovery." In extreme situations a student may be asked to "recover" at home.

Recovery in Classroom

Recovery in Another Classroom

Recovery in Office

Goal = Minimize out of classroom time, maintain mutual respect  
& maximize learning for all students!

Discipline is based on pride, on meticulous attention to details, and on mutual respect and confidence. Discipline must be a habit so ingrained that it is stronger than the excitement of the goal or the fear of failure.  
-Gary Blair

# Stanley Hupfeld Academy Discipline Plan (cont.)

The following major behaviors will result in an automatic Office Referral:

- Out of control behavior which requires student to be removed from the classroom; including violent/dangerous behaviors (knocking over furniture, throwing objects).
- Theft (under \$50).
- Aggressive behaviors with physical contact (shoving, pushing).
- Verbal and/or written bullying, threats and/or harassment seen by an adult or reported two or more times.
- Non-threatening gang-related dress, words or actions.

***Consequences may include parent contact, individual behavior contract, alternative school placement, restricted privileges or out-of-school suspension. Community service and/or out-of-school suspensions will occur if previous interventions fail to extinguish inappropriate behaviors. Depending upon the weather and the availability of adult supervision, community service may include cleaning cafeteria walls, wiping down tables, pulling weeds in the community garden, picking up trash to beautify the grounds, cleaning areas the student damaged, and/or other logical consequences. Parents will be contacted by phone or letter whenever their child receives an Office Discipline Referral. Your support of school policies and consistent behavior expectations are greatly appreciated. SWIS Software will be utilized to track student discipline office referrals.***

***Recovery Procedures will be enforced for the following actions:***

- Profanity (written, verbal and/or physical)
- Attitude (deliberate defiance of authority exhibited by continuing actions after being told to stop)
- Running or hiding from adult supervision
- Defiance / Refusal to comply with adults
- Graffiti / Destruction of Property

***Recovery Procedures may include the following:***

- Communication with Parent/ Guardian
- Community Service / Restitution
- Time Out
- Alternate Location to Work
- Guidance/ Counseling Session

## Reasons for Automatic Referral to Principal and Out-of-School Suspension

The following are reasons for an automatic referral: fighting, (fist and/or out of control physical contact); illegal activity requiring a police call (larceny over \$50, burglary, robbery; possession, sale, distribution or use of illegal substance; possession of weapon or replica, possession or use of flammable or hazardous materials, arson, vandalism, assault, any direct verbal threat heard by an adult which threatens the life of another student or adult, bomb threat, any gang-related activity, extortion or any felony act.)

**\*The Special Education teacher will be consulted for students with Individual Education Plans (IEP) in order to comply with the conditions of the IEP.**

***ALL SUSPENSIONS WILL REQUIRE A PARENT CONFERENCE WITH THE PRINCIPAL AND FOR THE PARENT TO SIGN THE STUDENT BACK INTO SCHOOL BEFORE HE/SHE IS ALLOWED TO RETURN TO CLASSES. EACH DAY OF SUSPENSION COUNTS AS AN UNEXCUSED ABSENCE. THE STUDENT IS CONSIDERED AS "DROPPED FROM THE ATTENDANCE ROSTER" WHEN SUSPENDED FROM SCHOOL, WHICH IS WHY THE PARENT MUST "RE-ENROLL" THE STUDENT BY SIGNING HIM/HER BACK IN. NO STUDENT MAY BE ON CAMPUS NOR PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITIES DURING EACH 24-HOUR SUSPENSION PERIOD. ASSIGNMENTS THAT ARE MISSED DUE TO A SUSPENSION WILL BE SENT HOME WITH THE STUDENT. ASSIGNMENTS ARE TO BE COMPLETED AND RETURNED WHEN THE STUDENT RETURNS TO SCHOOL.***

## STANLEY HUPFELD ACADEMY @ WESTERN VILLAGE SERVICES

Counseling services are provided at SHA@ WV in the following ways:

- Focused lessons on monthly character traits
- Small groups (Calm Waters, Focused Lunch Bunch Groups, New Kids Club, etc.)
- Individual counseling (Outside Counselors must be approved by the main office)
- Referrals to community agencies

Current research indicates that moving a child from school to school negatively impacts the learning process. Each move puts a child farther behind academically and emotionally.

PLEASE DO EVERYTHING YOU CAN TO KEEP YOUR CHILD IN THE SAME SCHOOL AS LONG AS POSSIBLE, ESPECIALLY IN PRE-K, KINDERGARTEN, 1<sup>ST</sup> AND 2<sup>ND</sup> GRADES.

### Reading Sufficiency Plans

Students who are not reading at grade level will be placed on a Reading Sufficiency Plan which will include additional in-school tutoring, interventions and reading supports. Continual progress monitoring and communication with the parents / guardian will occur when the student is placed on a plan. Stanley Hupfeld Academy's Reading Sufficiency Plan is on file with the State Department of Education and reviewed annually with the SHA Advisory Board. We follow the recommended Oklahoma State Benchmark Cuts with the Diagnostic Inventory of Basic Early Literacy Skills (DIBELS) assessment, as well as all applicable state laws, when making recommendations for retention. Additional assessments are utilized to track progress in reading comprehension as well as fluency. Stanley Hupfeld Academy is committed to ensuring that all students have adequate time and support necessary to achieve maximum reading growth.

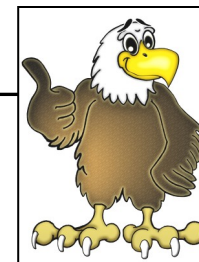


*Fagles are:*

*Respectful*

*Responsible*

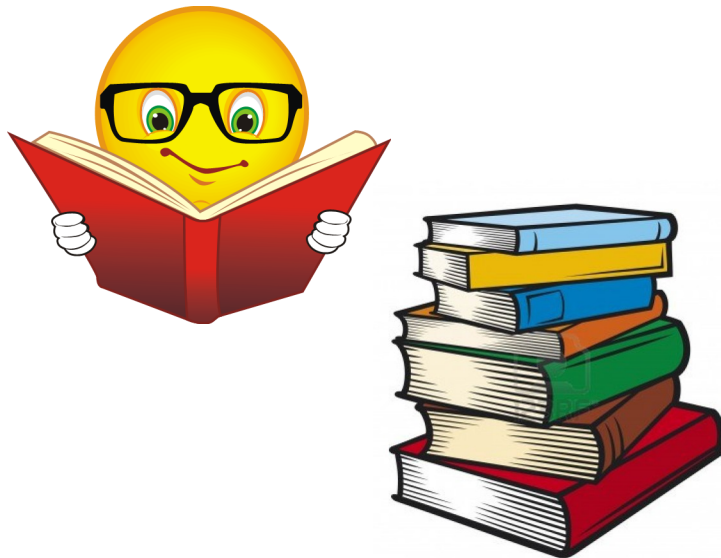
*Ready to learn*



# Media Center

Stanley Hupfeld Academy @ Western Village Media Center is a warm, inviting place that brings children and learning together. It provides a place for discovery and an environment where students can be information seekers through both independent and group activities.

Our fully automated media center houses a collection of books, audiovisual materials, periodicals, and equipment designed to support the curriculum as well as provide for research and recreational reading.



**Checking Out Books:** Books are available for check out to all students. Students in Kindergarten may check out one book at a time. First through Fifth Grade students may check out two books. Books are checked out for a two-week period. Students will be given a “date due” slip in the book as a reminder.

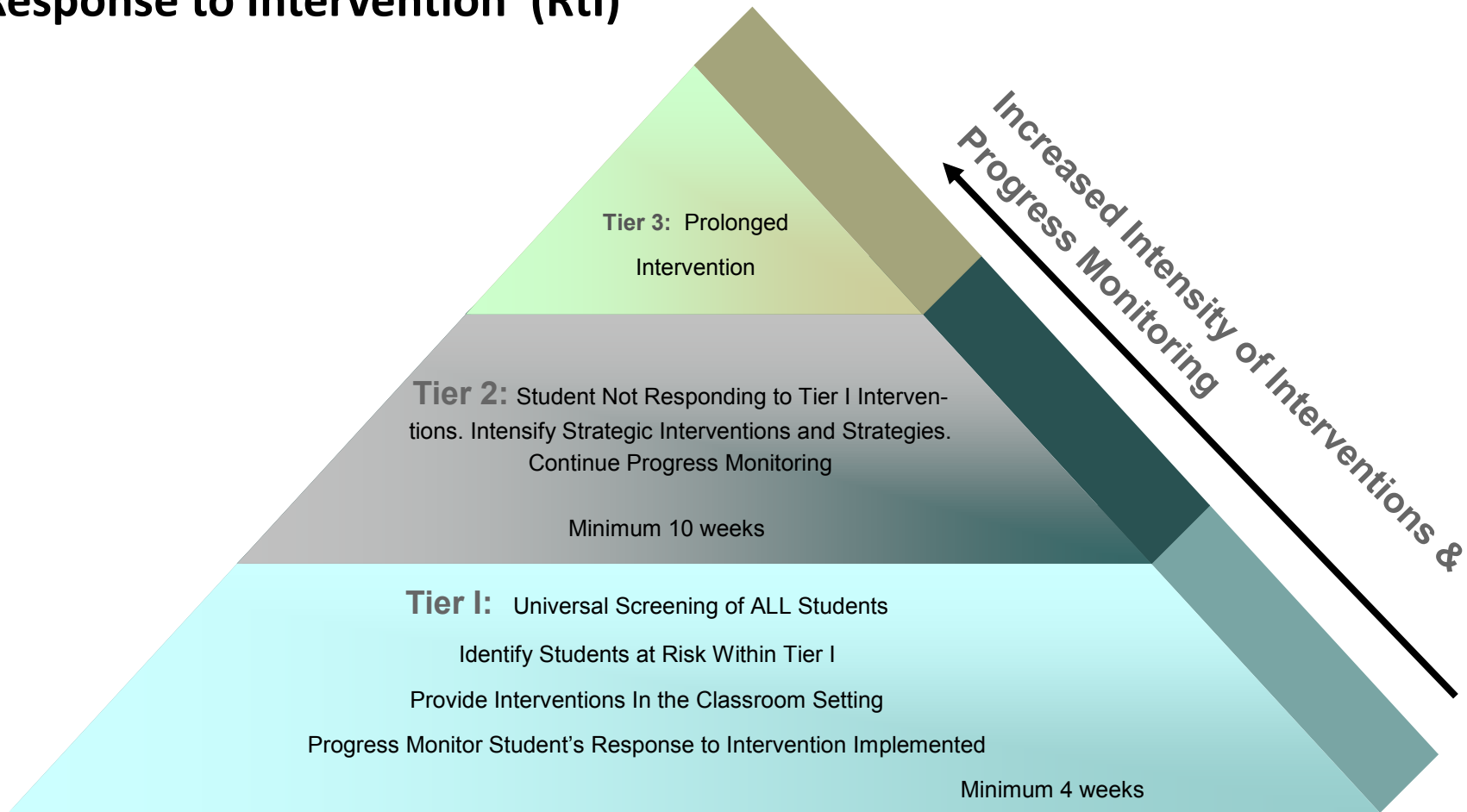
**Overdue Books:** Books kept out longer than two weeks will be considered overdue. Students who have an overdue book will not be charged a fine. Due to the limited resources it is important that students return books on time.

**Lost/Stolen/Damaged Books:** Parents may be asked to pay for lost or damaged books. Arrangements can be made with the office if payment cannot be made.

**Parent Volunteers:** Parent volunteers are greatly appreciated. The time you give to checking books in and out, re-shelving returned books, and helping with the processing of materials, frees the media specialist to spend more time with the students. Please contact the Media Center for information about volunteering!

**Parent Book Check Out:** Parents are welcome to check out two books at a time from our library! Reading to your child is one of the best investments you can make in their education!

# Response to Intervention (RtI)



All students will be assessed three times a year [fall, winter, and spring] with Curriculum Based Measurements (CBMs) in the areas of reading, math and written expression. Parent/Guardian will be notified if their child falls in the “at-risk” category and will be sent a letter explaining the Tiered intervention process. Data will be collected and graphed to determine if the student who is at-risk is responding to the interventions. Decisions will be made based on the data collected. If you have further questions about the Response to Intervention model, please feel free to speak to your child’s teacher or site administrator.

## ATTENDANCE – TARDY STATUS

ATTENDANCE IS CRUCIAL TO A CHILD'S ACADEMIC SUCCESS AND IS MONITORED CLOSELY. EVERY DAY MISSED AFFECTS A CHILD'S OPPORTUNITY FOR SUCCESS IN THE FUTURE. OKLAHOMA LAW MAKES PARENTS RESPONSIBLE FOR ANY CHILD BETWEEN AGES 5 & 18 TO ATTEND SCHOOL EVERY DAY. The law also includes that any child who is not in school or at home during the school hours may be taken into custody by a police officer or deputy sheriff and taken to the nearest truancy center. In Oklahoma City, those students will be released to a parent, returned to school, or taken to a Thrive Center sponsored by the District Attorney's Office.

Ten (10) or more absences and/or tardies in a semester will be reported to the truancy office. A truancy officer will visit the home as a warning. More than ten (10) absences and/or tardies will require the parent to attend truancy court. Parents can be fined up to \$150 for every day their child is truant from school. Once a child turns six years old, truancy papers can be filed. Tardies, early check-out and partial days are considered part of truancy.

Ten (10) unexcused absences in a semester may result in a failing grade (F). After (10) absences, students will be reported to the District Attorney for Oklahoma County. Ten (10) **consecutive** absences will result in the student being dropped from the school's enrollment.

**EXCUSED ABSENCES MUST BE CALLED IN** BY 10:00 A.M. ON THE DAY OF THE ABSENCE. Excused absences include: illness, accident, injury, medical or dental appointments, death in family, religious holidays, and emergencies. **A doctor's note or note from our Nurse Practitioner will be required for an absence to be considered excused.** Notes requesting excused absences are not accepted. Students arriving after 9:15 or leaving before 2:15 will only receive (1/2) day attendance credit.

### LATE CHILDREN MUST REPORT TO THE OFFICE.

### Parent Shadowing Guidelines

The shadowing experience is not always a true representation of a student's classroom behavior. It can however, be a very beneficial tool. The purpose of student shadowing is to exhibit a cooperative team effort between school personnel and parents. We ask that the parent display an appropriate and positive attitude toward teachers and staff.

- Time and date will need to be scheduled through the administration or the classroom teacher.
- The primary purpose of the shadowing experience is to observe your child in the classroom setting. The parent is to be an observer and should not interact with other students.
- The teacher will designate a location for the parent to sit and observe the child.
- The parent needs to follow the student's regular schedule, including any specials or activities that are scheduled during the day.
- Parents will be allowed to shadow students for 45 minutes.
- To minimize classroom distractions, no other siblings are allowed during a shadowing experience. In addition, cell phones should remain off and not in use for texting, calls or photographs during a shadowing visit.

#### **Attendance: Compulsory School Attendance Law** Title 10 of the Oklahoma Statutes 70-10106

*If a child is absent without valid excuse for four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106)*

*.....it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. (70-10-106)*

## SAFETY

Regular emergency drills for **Fire, Security (Tornado/Severe Weather), Intruder Lock-Down, and Emergency Evacuation procedures** will be practiced.

When the temperature or wind chill dips below 32 degrees, recess will be inside. Students should come prepared with appropriate clothing as our goal will be to have recess outside when weather allows.

### Public Notice

*Allegations of incidents which threaten the safety of any individual or group will be referred to the principal and/or counselor for investigation, and if appropriate, reported to law enforcement authorities. ANYONE EXHIBITING DIRECT THREATS OR ACTS OF DEFIANCE, PROFANITY, OR PHYSICAL ASSAULT TOWARD EMPLOYEES, VISITORS, OR STUDENTS OF SHA@WV IS SUBJECT TO A NO-TRESPASSING POLICY AND/OR POLICE RESTRAINING ORDER.*

**Teachers and staff will stop any visitor they see in the building who is not wearing a visitor's badge.** This protects your child, other children, and our staff from intruders. If you are stopped and questioned, please do not take this personally; it is for everyone's safety!

### State Laws

In accordance with Oklahoma State Law, Chapter 12, Article III, Section 1039: The chief administrative officer (the principal or anyone designated by him to maintain order) has the authority and power to direct any person to leave an institution of learning who is not a student, officer, or employee thereof and who:

- Interferes with the peaceful conduct of activities at an institution of learning: or
- Commits an act which interferes with the peaceful conduct of activities at an institution of learning: or
- Enters the institution of learning for the purpose of committing an act, which may interfere with the peaceful conduct of activities at an institution of learning.

In addition, any person to whom this applies who fails to leave the institution of learning as directed or returns without first obtaining written permission from the administrative officer, shall be guilty of a misdemeanor.

**SHA@WV is committed to eliminating bullying and harassment. "Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, sexual orientation, gender identity, religion, marital status, or disability."**

**Asbestos Hazard Emergency Response Notification** The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all school buildings for asbestos. SHA@WV has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the main office. We will annually notify all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.



### **EDUCATION RECORDS DISCLOSURE POLICY (FERPA)**

Stanley Hupfeld Academy at Western Village applies the guidelines established by the Family Educational Rights and Privacy Act (FERPA Buckley Amendment) which pertain to the rights and protection of privacy of parents and students. (Section 438 of the General Education Provisions Act as amended effective 6-16-78). Information having to do with performance and evaluation of students obtained in the course of professional service shall remain confidential and shall not be disclosed outside the school system without written parental consent unless required by law, including without limitation, cases of potential harm to self, potential harm to others, or suspected child abuse. Educational records will be furnished to schools to which students are transferring or other designated individuals with parental permission. Parents have the right to request and obtain information contained in their child's academic records.

### **DRUG FREE SCHOOLS POLICY**

Any teacher, parent, mentor, officer or employee who has reasonable cause to suspect that a student may be under the influence of, or that a student has in his or her possession, alcoholic beverages, non-intoxicating alcoholic beverages (e.g. low-point beer), or a controlled dangerous substance as defined by law shall immediately notify the principal who shall then notify the police and parent or legal guardian of the situation. Any suspected controlled substance will be confiscated. The student will be subjected to a long-term suspension. Possession of illegal drugs will result in referral to police and a drug test/ breathalyzer test may be conducted.

### **DANGEROUS WEAPONS POLICY**

Federal law prohibits the possession and/or carrying of dangerous weapons or replicas by students, employees, or others while on district property, at a school-sponsored activity, or on a school bus. Dangerous weapons include but are not limited to: an automatic or semi-automatic weapon, rifle, shotgun, any pistol, revolver, B.B. gun, pellet gun and/or imitation firearm; dagger, bowie knife, dirk knife, switchblade knife, spring type knife, sword, and knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife; manually operated pocket knife, utility, scouting knife or box knife, exacto knife, or knives of any kind or any object with a blade: blackjack, multi-fingered rings, loaded cane, mace, billy hand chain, metal knuckles, pipes or any weapon, item or object capable of or used to inflict bodily harm; knowingly participating in the concealment of a weapon on school campus, bus or at a school-sponsored activity. Students will be held responsible if they are found in possession of such objects or weapons regardless of the circumstances. Security or police officers will be allowed to carry weapons in the performance of their duties.

### **GUN FREE SCHOOLS ACT**

A state law requires educational agencies to suspend from school for a period of not less than one year, a student who is determined to have brought a firearm to school. This law requires that any student who brings a firearm to school be referred to the criminal justice or juvenile justice system.

### **NON-SMOKING ENVIRONMENT**

Stanley Hupfeld Academy at Western Village is a smoke-free, tobacco-free, e-cigarette free and vapor-free environment. NO SMOKING, E-CIGARETTES, VAPES OR CHEWING TOBACCO IS ALLOWED BY STUDENTS, STAFF, PARENTS, OR VISITORS ON ALL SCHOOL GROUNDS (INSIDE OR OUTSIDE), OR IN SCHOOL VEHICLES, 24 hours a day, 7 days a week. This includes all activities that take place on the SHA @WV property including after-hour neighborhood use of the facility.

## Stanley Hupfeld Academy Dress Code/ Uniform Policy

SHA@WV adheres to the following uniform policy and expects parents to be responsible for reinforcing it by assuring that their children are **dressed in clean uniform clothes daily**. Uniforms unite us as a community of learners.

**SHIRTS:** Solid white, light blue or navy with a collar and buttons; T-shirts/sweatshirts with school logo are allowed. Only Stanley Hupfeld Academy or Western Village Academy t-shirts are to be worn. Uniform shirts should be plain with no embroidered logos. **NO COLLARLESS SHIRTS. SHIRTS MUST BE TUCKED IN AT ALL TIMES.** Bras and undershirts need to be white or not seen under the uniform shirt.

**FITTED PANTS, TAILORED SHORTS, SKIRTS, SKORTS, JUMPERS:** Solid khaki or navy blue; slacks to be fitted—not baggy, no side pockets, no sagging below waist; shorts and skirts need to be no shorter than 2” above knee. Belts preferred. **NO BLUE JEANS, DENIM-TYPE PANTS, SHORTS OR SKINNY JEANS ARE ALLOWED.**

**BELTS** are optional. If worn, only brown or black leather (plain or braided) are acceptable. No belts with logos on buckles or belts hanging 6 inches past the buckle are allowed. No items attached to or hanging from belts or belt loops will be permitted. Suspenders and neckties are not allowed as they pose safety concerns. Post earrings are allowed, however, no dangling earrings, attachments, cuffs or oversized earrings are allowed due to safety concerns.

**SHOES:** Tennis shoes or enclosed-toe flat shoes are to be worn with socks at all times. **NO SANDALS OR OPEN-TOED SHOES ARE ALLOWED BECAUSE THEY ARE TOO DANGEROUS DURING PHYSICAL EDUCATION, RECESS, AND DANCE ACTIVITIES.** All shoe strings must be white or match the shoe color. No mixing of colored shoelaces of any kind is allowed. Tights and socks must be black, navy, tan or white. No decorations or writing is allowed on leggings w/ skirts or on long socks. Socks must match in color and be either white, tan, black, blue or navy.

**NO HATS, HEAD APPAREL OR EXCESSIVE JEWELRY (CHAINS, ROPE NECKLACES, DANGLING EARRINGS, MULTI-FINGERED RINGS, FAKE FINGERNAILS, SMART WATCHES, JELLY BRACELETS, ETC.)**

A REMINDER NOTE WILL BE SENT HOME WHEN A STUDENT IS OUT OF UNIFORM COMPLIANCE. STUDENTS WHO ARE OUT OF COMPLIANCE WILL BE INSTRUCTED TO CHANGE INTO SOMETHING PROVIDED TO THEM FROM THE SCHOOLS UNIFORM CLOSET. The non-uniform item will be sent home with the student.

**IF YOU NEED HELP WITH UNIFORMS, PLEASE CALL THE OFFICE,**

**751-1774 EXT. 110**



## **MEDICAL CARE**

A part-time Nurse Practitioner (N.P.) is at the school **Monday through Friday** from 8:00 a.m. -12:00 p.m. to assist parents and students with medical needs. In accordance with state law, no drug or internal medicine of any kind, except those prescribed by a physician, may be given to a pupil at school. **If your child has asthma and uses an inhaler, please talk to the nurse practitioner about the Inhaler Use Policy.**

### DISPENSING MEDICATION

Only medication prescribed for a student by a physician will be administered by school personnel. Medication brought to school must be in a prescription container with the pharmacy label that states the physician's name, name of the medication, and the directions for administering. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instruction for administering at school. A written request, signed by the parent or guardian must accompany the medication stating the name of the medication, the amount and time it is to be given. Medication that is to be given for longer than ten (10) days or "only when necessary" will require a written and signed statement by the physician. Forms for the **physician's statement** are available **in the school office.**

### EXCLUSION FROM SCHOOL

The nurse practitioner, principal, administrative assistant, or counselor may exclude any child from school activities who is suffering from or exhibiting the following symptoms:

- Fever, 100 degrees Fahrenheit or higher
- Any eruption of skin or rash
- Sore throat or tonsillitis
- A severe cough
- Any inflammation of the eyes or lids
- Vomiting and/or diarrhea
- Head Lice

Accidents involving injury which occur on the school property during school hours will be reported immediately to the nurse practitioner. If the incident is an emergency that requires ambulance transportation, and contact cannot be made with a parent/guardian, the child will be transported to the nearest hospital by ambulance, and the parent/guardian will be held responsible for all ambulance expenses.

Every parent must sign a "Consent to Treat A Minor", and "Emergency Medical Treatment " form. One copy will be placed in the child's classroom file (for field trips), and one in the N.P.'s student file. This form will be used **ONLY** in the event parents cannot be reached within a reasonable length of time in an emergency situation.



## COMMUNICATIONS

### THURSDAY FOLDERS (Contains a Calendar of Events and Important Dates)

**Each Thursday**, your child is responsible for bringing home his/her Thursday Folder containing a weekly progress report, notes from the teacher, class work and a THURSDAY NOTE from the principal including important information about upcoming events. **PLEASE ask to see this folder EVERY THURSDAY, READ IT, sign the teachers' report and have your child return it to school on Friday.**

### DEFICIENCY MEETINGS

Teachers will call and arrange a meeting in January if your child is below the academic target for mid-year benchmarks. This meeting is to inform you any academic deficiencies and develop a plan for corrective action.

### REPORT CARDS

Report cards will be sent home at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters and require a return signature from each parent/guardian. The 1<sup>st</sup> and 3<sup>rd</sup> quarter report cards will be handed out at parent-teacher conferences.

### PARENT/TEACHER CONFERENCES

At the request of any parent/guardian, a staff member will schedule a pre-arranged time for a conference. During the school day, teachers are responsible for teaching students and are not available for unscheduled conferences. Please respect their time commitment to your children. **FORMAL PARENT TEACHER CONFERENCES WILL BE HELD in October & March.**

## PARENT VOLUNTEER INFORMATION

SHA@WV seeks to foster “**PARENTS AS LEADERS**” (PALS) by inviting you to be as involved in your child's education as you can be. We encourage you to **VOLUNTEER 1 OR MORE HOURS PER MONTH AND MAKE A COMMITMENT TO VISIT YOUR CHILD'S CLASSROOM AS OFTEN AS POSSIBLE.** **PLEASE CONTACT THE SCHOOL IF YOU WILL HELP US.** We seek your volunteerism in several ways:

**Volunteer Listener** (listen to students read throughout the day).

**Mentor a student**

**Classroom volunteer** (help with holiday parties, prepare materials, offer one-on-one help with academics, present a talent you have to the class, etc.).

Other Involvement Opportunities: Field Trip Sponsor, Music Programs, Fundraisers, Book Fair, Plays, Family Nights, Parent Information Programs, Friends and Family Day, assisting with recess or cafeteria duty, helping teachers prepare materials, or serving as a test monitor

**SIGN IN ANYTIME YOU VISIT OUR SCHOOL! We want to recognize your efforts!**



## INTEGRIS YOU & I Thinker Space

The INTEGRIS YOU & I Thinker Space is a place for students to explore Science, Technology, Engineering, Art & Math (STEAM) concepts. Through free exploration and guided lessons students think creatively to solve problems and work cooperatively. Communication, Collaboration, Creativity and Critical Thinking are the four essential concepts that ensure that our students are building skills for the 21st Century.



## Action Based Learning Lab (ABL)

The Stanley Hupfeld Action Based Learning Lab (ABL) is a place for students to move and learn. Each grade level has the opportunity to utilize the lab as a supplement to their classroom. Action Based Learning Lab was granted from Schools for Healthy Lifestyles and incorporates kinesthetic teaching strategies that teach specific academic concepts in a teacher friendly, time efficient, fun way that has proven results for a positive learning experience.

Students engaged in Action Based Learning improve memory retention, reinforce academic concepts and balance brain chemicals while experiencing whole-brain, whole-body learning. Educational research suggests that about 85% of school age students are predominantly kinesthetic learners. The concepts in the Action Based Learning Lab are based on the brain research that supports the link of movement and physical activity to increased academic performance. Students at Stanley Hupfeld Academy visit the lab a minimum of three times per week.



## ENRICHMENT EXCURSIONS (FIELD TRIPS)

A signed permission slip must be on file before any student leaves on a school-sponsored excursion.

Prior to an enrichment excursion, parents will receive a form from the child's teacher containing the details of the upcoming event. A signed permission slip is required and must be returned to school authorizing the child to participate.

A signed "Authorization for Medical Care" form must be on file and will be carried with the classroom teacher on all trips outside the school.

Teachers will accompany classes on trips outside the school and often request the help of parents. Transportation will be provided by OKCPS bus, charter bus, or private vehicles.



## GROWING UP GREEN COMMUNITY GARDEN

The Stanley Hupfeld "Growing Up Green Community Garden" is in its eighth year of production. Each grade level has the opportunity to plant seeds and work in the garden. The garden allows students to experience hands-on science learning as well as the production of food from seed to the table. Volunteers are always welcome in the garden. The produce from the garden is utilized by the Garden and Nutrition Clubs at SHA. Families of SHA students are welcome to access the produce in the community garden. Special thanks are expressed to the many volunteers who have worked to make our community garden a huge success. These volunteers include: Jerry Newhouse, Bob Eichenberg, Pam Patty, Annie Napier, Crossings Community Church, Whole Foods Volunteers, and other caring friends.



**Life is a gift, and it offers us  
the privilege, opportunity  
and responsibility to give  
something back by  
becoming more.**

**- Tony Robbins**





# INTEGRIS Community Wellness POSITIVE DIRECTIONS MENTORING PROGRAM

Each year students in grades K-5th are matched with a mentor from the community. Our mentors spend one hour per week working on academics, building relationships and providing a positive role model. Mentoring makes a difference in the lives of the mentor and the mentee! Behavior and academic issues decline when a child has a mentor.

If you would like to volunteer to be a mentor, please stop by the front office for more information. The “Power of an Hour” is multiplied when you are mentoring the future!



Mr. Stanley Hupfeld, founder of Positive Directions Mentoring and former CEO of INTEGRIS Health, meets with his mentee each week.



# Stanley Hupfeld Academy

## Student Creed

**I am the author of my own life story.**

**My intelligence and aptitude are my outline.**

**The paper on which I write guides my future.**

**My conscience is my editor.**

**My perseverance and integrity are my pencil and eraser.**

**I am committed to solving problems intellectually, not physically.**

**I understand that I am responsible for the success or failure of  
my creation.**

**My words and actions will empower the efforts of others.**

**I expect to achieve, not just receive.**

**This is my time and this is my place.**

**At the conclusion, I will have earned the respect  
of all who read my story.**

