


Students & Teachers
Out to
Achieve
Results!



Stanley Hupfeld
ACADEMY
AT WESTERN VILLAGE

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

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(405) 751-1774 FAX: (405) 752-6833
Tobi Campbell, Director—717-9831
Ruthie Rayner, Principal—751-1774
WEBSITE: wvacademy.com



SAFARI

Of
Knowledge



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)

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

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 exposing them 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 2013-2014

- To focus on reading & mathematics curriculum and instructional strategies in a way that increases overall levels of student achievement resulting in upward movement 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 assessments.
- 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 state C3 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 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 2013-2014 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 2013-2014 school year.



Knowledge Safari 2013-2014

THE CORRELATES OF AN EFFECTIVE SCHOOL

A CLEARLY STATED AND FOCUSED MISSION ON LEARNING FOR ALL
A SAFE AND ORDERLY ENVIRONMENT FOR LEARNING
UNCOMPROMISING COMMITMENT TO HIGH EXPECTATIONS FOR ALL
INSTRUCTIONAL LEADERSHIP
OPPORTUNITY TO LEARN IS PARAMOUNT
FREQUENT MONITORING OF PROGRESS
ENHANCED COMMUNICATION



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 7:15-7:50 a.m.
School hours are from 8:15 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 8:15 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.

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 recommendation.



General Information

Absent Students: Parents or guardians should contact the school secretary before 10:00 a.m. 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.*

Telephones: A telephone in the office is available to students for *emergency* use only. Arrangements for after-school social events, etc. should be pre-arranged. All student cell phones should be in the "off" position and kept in the student's backpack.

Bicycles: Only 3rd, 4th, and 5th grade students may ride their bikes to school. Students are expected to park bikes in the appropriate areas. The use of bicycle locks is encouraged. The school is not responsible for any lost, stolen, or damaged bikes.

Money: Students should not bring money to school unless it is for lunches or 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 a new phone number 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. Teachers will confiscate items and parents may reclaim them in the Principal's Office. No toy/water or play guns or play knives are EVER 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 to the classroom and ensure that every child's birthday is celebrated.

**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. Students will be admitted to SHA@WV, who:

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

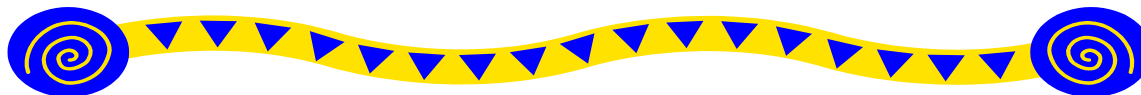
Students will be admitted on a first-come, first-served basis, however class size will not exceed 23 students in grades 2nd-5th, 21 in 1st, and 20 in each of (2) K & 20 in (1)Pre-K class. Non-resident students may be admitted on a transfer basis. First preference will always be given to students who have legal proof they live in our attendance area.

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. Siblings of children who are already attending SHA@WV will be given priority consideration. 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.

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.

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.



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 reading log 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;
- Expect my child to complete daily homework assignments;
- Read with my child 20 minutes each day and sign his/her "Read & Respond" form;
- Support SHA's discipline plan and reinforce SHA's high expectations;
- Attend conferences to discuss my child's progress;
- Participate in school activities;
- Provide updated contact information for my child's records; and
- Treat everyone with respect.



STANLEY HUPFELD ACADEMY at Western Village CHARTER SCHOOL – STAFF

SCHOOL PHONE: 751-1774 FAX: 752-6833

<p>Tobi Campbell, Director- 717-9831, Fax: 951-8808</p> <p>Ruthie Rayner, Principal-EXT 113</p> <p>Christy Savage, Secretary-EXT 110</p> <p>Tisha Phipps, HR/ Finance Coordinator – EXT 139</p> <p>Susan Ward, Nurse Pract.-EXT 111</p> <p>Nancy Hollingsworth, Counselor- EXT 115</p> <p>Tammy Arbuthnot, Reading Specialist- EXT 133</p> <p>Tameshia Coffey, Cafeteria Manager-749-5005</p> <p>Sharon Stewart, Pre-K Teacher- EXT 138</p>	<p><u>Kindergarten</u></p> <p>Ashley Hofmann Kdg. Teacher– Ext 118</p> <p>Mandy Winburn Kdg. Teacher-EXT 117</p> <p><u>First Grade</u></p> <p>Beth LaFave, 1st Gr. Teacher- EXT 130</p> <p>Jayne Sivard, 1st Gr. Teacher- EXT 119</p> <p>Haley Wulfert, 1st Gr. Teacher- EXT 129</p> <p><u>Second Grade</u></p> <p>Brandi Criminger, 2nd Gr. Teacher- EXT 123</p> <p>Corey Dunlap, 2nd Gr. Teacher– EXT 120</p> <p>Rebecca Lehew, 2nd Gr. Teacher- EXT 121</p> <p><u>Third Grade</u></p> <p>Jennifer Hoaglund, 3rd Gr. Teacher– EXT 124</p> <p>Madeline Mahan, 3rd Gr. Teacher – EXT 122</p> <p><u>Fourth Grade</u></p> <p>Rachel Belmon, 4th Gr. Teacher- EXT 126</p> <p>Tamara Foiles, 4th Gr. Teacher- EXT 128</p> <p><u>Fifth Grade</u></p> <p>Robyn Mattox 5th Gr. Teacher- EXT 127</p> <p>Heather Meldrum, 5th Gr. Teacher – EXT 125</p>	<p>Kim Gadlin, Special Education Teacher- EXT 119</p> <p>Matt Bell, Technology Teacher- EXT 142</p> <p>Morgan Gordon, Music Teacher- EXT 132</p> <p>Sarah Burghart Library/Media-Literary Arts – EXT 143</p> <p>Emily Buckingham, Visual Art Teacher- EXT 136</p> <p>Julie Dolf, P.E. Teacher- EXT 137</p> <p><u>PARAPROFESSIONAL ASSIGNMENTS:</u></p> <p>Eme Tima– Pre-K & Kindergarten</p> <p>Amy Houston– First Grade & Kindergarten</p> <p>Mack Henson– Second Grade</p> <p>Amy Marshall– Third Grade & Fourth Grade</p> <p>Jacque Bush– Fourth Grade & Fifth Grade</p> <p>Barbara Glover– Special Education</p> <p>Delores Smith– Literary Arts</p> <p>Scott Phipps– P.E., Art & Music Para/ After School, Intercession & Summer Program Director / Facility Manager - EXT 137</p>
<p>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.</p>		

Positive Behavior Intervention Supports

By providing students with clear expectations in all settings, we strive to encourage positive behavior by rewarding students who are "Caught Being Good." For every year that a behavior has been in place it takes one month of consistent intervention to see a major decrease in the behavior. Clear expectations for all settings will be taught and encouraged. Students will be caught "randomly" and rewarded when exhibiting the desired expectations.

S.T.A.R.

(Students That Are Respectful, Responsible, & Ready to learn)

★ Student Incentives:

Individual students may receive a STAR from any staff member or adult in the building, except their own classroom teacher, for following EAGLE expectations, our school-wide rules.

Each STAR comes with 2 copies. The student takes the **WHITE** copy to the teacher and it is filed in the "bank" until the student is ready to cash their STARS in at EAGLE alley on Fridays. The student takes home the **PINK** copy to show their parent!

Students who receive stars are eligible for the privilege drawings. These names will be announced during EAGLE MORNING PRIDE each Friday!

Class Incentives:

Classes can earn STARS from other adults in the school (besides their own classroom teacher) for following Eagle Expectations. Classes loop their STARS together to make a chain. Once the classroom chain reaches from the ceiling to the floor the class will earn a special reward decided by the teacher and students. School specialists will also select classes for awards and they will be celebrated in Eagle Morning Pride each week.

- THE GOLDEN PLUNGER = BEST CLASS BATHROOM BEHAVIOR
- FINER DINERS GOLDEN TRAY = BEST CAFETERIA MANNERS
- SHELF ELF = BEST LIBRARY BEHAVIOR
- CLASSROOM DOOR BANNERS = MUSIC, PE & CAFETERIA

Eagles are:

Respectful

Responsible

Ready to Learn



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

(Revised 2013-2014)

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 (2) administrator-approved copies of his/her classroom discipline plan including rules, positive rewards/incentives, and consequences.

EACH PARENT MUST READ, SIGN AND RETURN A COPY TO SCHOOL. The School's primary focus is on utilizing preventive AND positive measures to promote learning and develop 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/ Counselor's Office Recovery." In extreme situations a student may be asked to "recover" at home.

Recovery in Classroom

Recovery in Another Classroom

Recovery in Office / Counselor's 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.)

DISCIPLINE OF STUDENTS – AUTOMATIC Office Referral

The following 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).
- 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.
- 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 action.

Consequences may include community service, parent contact, individual behavior contract, alternative school placement, restricted privileges or out-of-school suspension. 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.

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

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.

STANLEY HUPFELD ACADEMY @ WESTERN VILLAGE COUNSELING SERVICES

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

- Thirty-minute guidance lessons for every class
- Small groups
- Individual counseling
- Referrals to community agencies

The curriculum is available for viewing by appointment. The guidance lessons are part of the school's curriculum. Small groups and individual counseling are given as needed by the school counselor or an agency serving SHA@WV. You may contact Nancy Hollingsworth, the school counselor at 751-1774 at extension 115.

Current research indicates that moving a child from school to school greatly 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, 1ST AND 2ND GRADES.*

BY LAW, IF A CHILD IS NOT READING ON OR ABOVE GRADE LEVEL BY THE END OF 3RD GRADE, HE/SHE MUST REMAIN IN 3RD GRADE FOR AN ADDITIONAL YEAR.



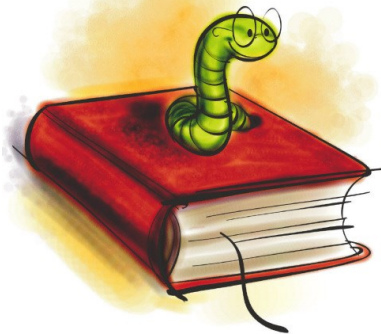
THE BEST GIFT YOU CAN GIVE YOUR CHILD IS TO READ TO OR WITH HIM OR HER EVERY SINGLE DAY...

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.

Reading Can Take You Places!



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.

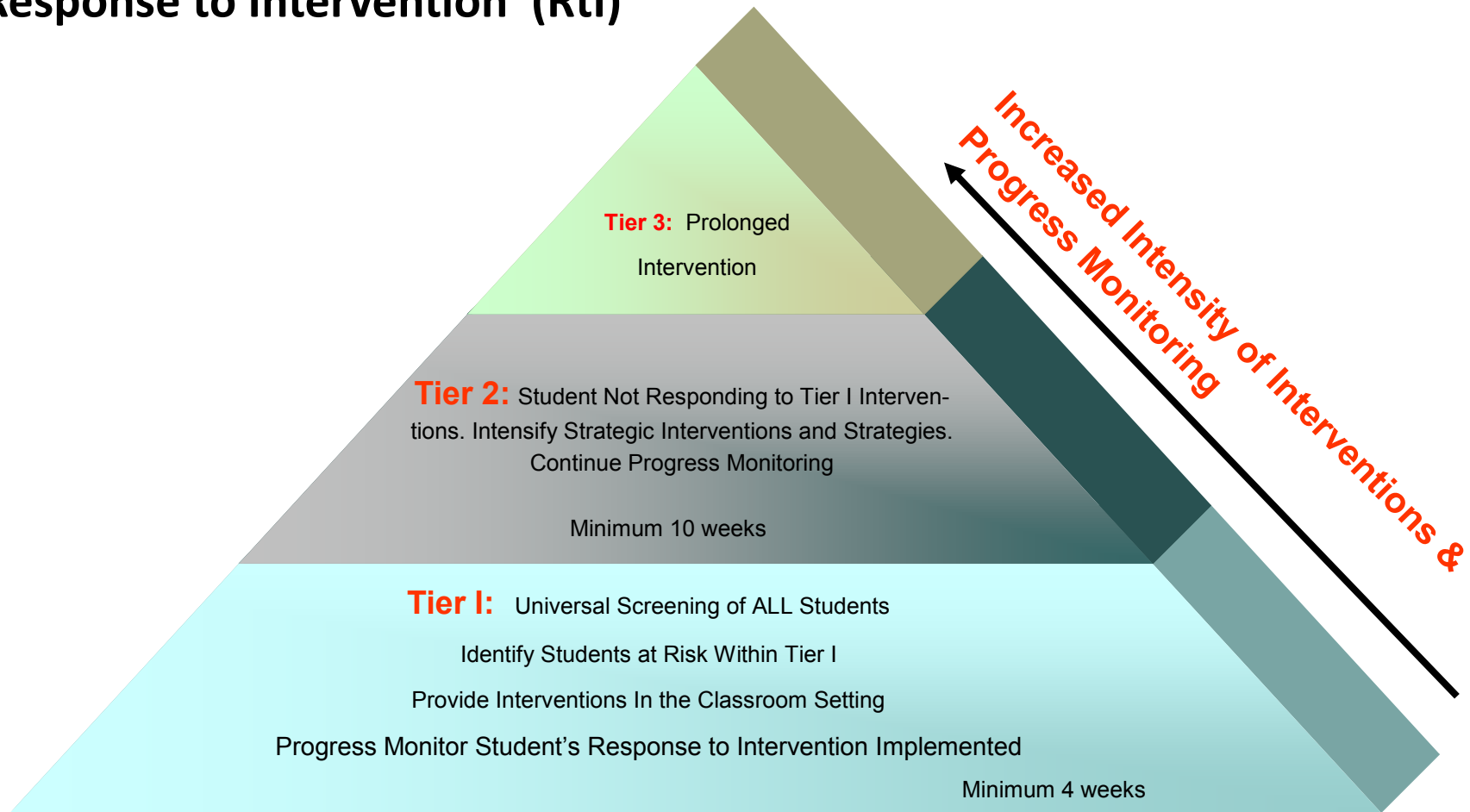
Overdue Books: Books kept out longer than two weeks will be considered overdue. Students who have an overdue book will not be charged a fine. However, they will not be allowed to check out another book until their book is returned. Due to the limited resources it is important that students return books on time.

Lost/Stolen/Damaged Books: Parents may be asked to pay for lost or damaged books. Arrangements can be made with the librarian 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 receive 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 principal.

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.

**Students may not be on campus or participate in extra curricular activities within 24-hours of their absence
(including disciplinary out-of-school suspensions).**

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 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.

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, 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 and e-cigarette free environment. NO SMOKING OR CHEWING TOBACCO IS ALLOWED ON SCHOOL GROUNDS, INSIDE OR OUTSIDE, BY STUDENTS, STAFF, PARENTS OR VISITORS. 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.**

SHIRTS

SOLID WHITE, LIGHT
BLUE OR NAVY WITH
A COLLAR

PANTS, TAILORED SHORTS, SKIRTS, SKORTS, OR JUMPERS

SOLID KHAKI OR NAVY BLUE

NO HATS, NO HEAD APPAREL OR EXCESSIVE JEWELRY (CHAINS, ROPES, NECKLACES, MULTI-FINGERED RINGS ETC.) and NO fake fingernails. Hoodies are to be removed in class.

TENNIS SHOES OR ENCLOSED FLAT SHOES WORN WITH SOCKS AT ALL TIMES. NO SANDALS OR OPEN-TOED SHOES. (Too dangerous during physical education and dance activities)

NO DENIM, BLUE JEANS OR DENIM-TYPE PANTS OR SHORTS

NO COLLARLESS SHIRTS

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.

All SHOE STRINGS MUST BE WHITE OR MATCH THE SHOE COLOR. NO MIXING OF COLORED SHOELACES OF ANY KIND

SHIRTS MUST BE TUCKED IN AT ALL TIMES.

A "Reminder" note will be sent home when a student is out of uniform compliance.

PARENTS ARE RESPONSIBLE FOR PICKING UP CLOTHING WORN TO SCHOOL THAT DOES NOT COMPLY WITH THE UNIFORM POLICY. ANY CLOTHING ITEM OR JEWELRY THAT IS NOT PICKED UP WITHIN 48 HOURS WILL BE GIVEN TO CHARITY.

IF YOU NEED HELP WITH UNIFORMS, PLEASE CALL MRS. HOLLINGSWORTH AT 751-1774 EXT. 115.

OPTIONS: USE SCHOOL'S WASHER/DRYER TO WASH UNIFORMS.
TRADE UNIFORMS FOR OTHER UNIFORMS.



MEDICAL CARE

A full-time Nurse Practitioner (N.P.) is at the school **Monday through Friday** 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 teacher's report and have your child return it to school on Friday.**

PROGRESS REPORTS

Teachers will call and/or send home updates on your child's progress in school on an as-needed basis. In addition, mid-quarter official progress reports will be sent home to inform you of your child's current successes and/or improvement needs.

REPORT CARDS

Report cards will be sent home at the end of the 2nd and 4th quarters and require a return signature from each parent/guardian. The 1st and 3rd 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. (refer to school calendar)**

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).

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, working in the community garden, birthday cupcakes, mentoring grounds/yard work

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



Stanley Hupfeld
ACADEMY
AT WESTERN VILLAGE

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



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 will 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.

WATCH D.O.G.S PROGRAM

www.watchdogs.net

WATCH D.O.G.S. is a national innovative program focusing on the prevention of violence in our children's schools by using the positive influence of fathers and father-figures for a two-fold purpose: (1) to provide an unobtrusive fathering presence in schools, and (2) to be a positive and active role-model for students at their school. WATCH D.O.G.S. Across America® is a non-profit organization which started in 1998 by Jim Moore, immediately after the Jonesboro, Arkansas, middle school shooting tragedy. WATCH D.O.G.S. operates for the objective stated in its motto: "To turn the hearts of the fathers to their children and the hearts of the children to their fathers."



Who are Watch DOGS (Dads Of Great Students)?

WatchDOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at an official WATCH D.O.G.S. school. During the day, WatchDOGS may read and work on flash cards with kids, play at recess, eat lunch with their child, watch the school entrances and hallways, assist with traffic flow, mentor students, and any other assigned activities where they actively engage with not only their child(ren), but other students as well. Their mere presence offers additional security at the school during the day! On the day of their participation, the participants are given a brief review of their involvement and they wear an official WATCH D.O.G.S. Across America® t-shirt or vest identifying them as WatchDOGS.

- ◆ Raise the banner of positive fathering through the forum of schools across America and the world. **Volunteer today! Sign up in the front office!**



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 improve when a child has a mentor.



Mentor, Bernard Jones and Mentee, Andrew, accept recognition as Stanley Hupfeld Academy's Mentor of the Year at the State Capitol during National Mentoring Month.

If you would like to volunteer to be a mentor, please stop by the front office for more information or contact Tobi Campbell at: tobi.campbell@integrisok.com. The "Power of an Hour" is multiplied when you are mentoring the future!



Mr. Stanley Hupfeld, founder of Positive Directions Mentoring and Stanley Hupfeld Academy, and former CEO of INTEGRIS Health, meets with his mentee each 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 notice from the child's teacher containing the details of the upcoming event. An all-inclusive filed trip form may be signed at the time of enrollment. (Individual Trip Form or All-Inclusive Form is necessary prior to excursions.)

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 SHA@WV bus, OKCPS bus, charter bus, or private vehicles.



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

- Tony Robbins



Welcome to Stanley Hupfeld Academy's Knowledge Safari

2013-2014

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 ready my story.

