AGENDA

Sapulpa Public Schools
Regular Virtual and Physical Meeting
Washington Administration Center Board Room
511 E Lee
Sapulpa, OK 74066
Monday, July 11, 2022 at 12:00 PM

This meeting will be conducted via teleconferencing, via videoconferencing, and at a physical location.

I. Call the Meeting to Order and Pledge of Allegiance to the American Flag.
II. Reorganization of the Board of Education.
    A. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the Board President.
    B. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the First Vice President.
    C. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the Second Vice President.
III. Formal Adoption of the Agenda
    A. Motion, discussion, and vote on motion to formally adopt the Agenda.
IV. Consent Agenda
    A. Approval of the 6.13.2022 Board Meeting Minutes.
    B. Approval of the 2021-22 General Fund Purchase Order Encumbrance numbers 969 through 983.
    C. Reapproval of the 2021-22 General Fund Purchase Order Encumbrance number 968.
    D. Approval of the 2021-22 Building Fund Purchase Order Encumbrance numbers 244 through 248.
    E. Approval of the 2021-22 Child Nutrition Purchase Order Encumbrance numbers 94 through 96.
    F. Approval of 2021-22 Bond Fund 31 Purchase Order Encumbrance numbers 26 and 27.
    G. Approval of 2021-22 Bond Fund 32 Purchase Order Encumbrance numbers 57 through 59.
    H. Approval of the 2022-23 General Fund Purchase Order Encumbrance numbers 1 through 80.

I. Approval of 2022-23 Building Fund Purchase Order Encumbrance numbers 1 through 19.
J. Approval of the monthly financial reports of the School Activity Funds account.
K. Approval of the Treasurer's Report on the status of Funds and Investments.
L. Approval of designating American Heritage Bank as the depository bank for Sapulpa Public Schools appropriated funds and Activity Accounts with First United Bank.
M. Approval for the renewal of lease-purchase for Collins Stadium Video Board, $296,496.31, with American Heritage Bank, for the fiscal year ending on June 30, 2023. This year's payment of $79,175.00 will be the second of five annual payments encumbered from Bond Fund 31.
N. Approval for renewal of lease-purchase for Chieftain Center Video Board, $251,272.41, with American Heritage Bank, for the fiscal year ending on June 30, 2023. This year's payment of $67,094.00 will be the second of five annual payments encumbered from Bond Fund 31.
O. Approval of the 2022-23 Child Nutrition Bread Bids.
P. Approval of the 2022-23 Child Nutrition Milk and Juice Bid.
Q. Approval of the 2022-23 Child Nutrition Produce Bid.
R. Approval of the 2022-23 Child Nutrition Prime Vendor Recommendation.
S. Approval of 2022-23 Daybreak Family Services Letter of Agreement with Sapulpa Public Schools.
T. Approval of 2022-23 renewal of Youth Services of Creek County MOA with Sapulpa Public Schools.
U. Approval of 2022-23 renewal of CREOKS MOU with Sapulpa Public Schools.
V. Approval of the 2022-23 Buy Board National Purchasing Cooperative Interlocal Participation Agreement.
W. Reapproval of the 2022-23 Lone Star Co-Op Application to add Baseball.
X. Approval of 2022-23 Legal Contract with Stacey Berry, McKinney-Vento (Liaison) consultant services.
Y. Approval of 2022-23 Addendum to the TherapyWorks contract to add new mileage rates effective July 1, 2022.
Z. Approval of 2022-23 Imagine Language & Literacy Reusable License quote.
AA. Approval of 2022-23 Tiger Inc. Natural Gas Purchase Agreement with Sapulpa Public Schools.
BB. Approval of 2022-23 Oklahoma Department of Career and Technology Education Contract for Secondary Career and Technology Education Program(s) with Sapulpa Public Schools.
CC. Approval of 2022-23 Horizon: Digitally Enhanced Campus MOU with Sapulpa Public School (Virtual Academy grades 6-12).
DD. Approval of Digital Teaching and Learning professional development for certified teachers every year.
EE. Approval of Workplace Safety Training in Schools professional development for 7th-12th Grade Teachers for year 1, then every 3rd year.

FF. Approval of Family and Community Engagement professional development for year 1, then every 3rd year.
GG. Approval of the following as Sanctioned Clubs of Sapulpa Public Schools:
    1. Holmes Park TAPS
HH. Approval of Out of State Activity Trips
II. Approval of Fundraisers as per attachment.

V. Hearing from the Public

VI. Information & Discussion Items
    A. Superintendent Comments

VII. Action Items
    A. New Business - items not known or foreseen when agenda was posted
    B. Discussion, motion, and vote on a motion to approve/disapprove modifications to the 566 Wellness Policy, as a second read.
    C. Discussion, motion, and vote on a motion to approve/disapprove any modifications to the Open Transfer Policy, 530.
    D. Discussion, motion, vote on a motion to approve/disapprove any modification to Policy 225, Online Instruction.
    E. Vote to approve/disapprove Superintendent Rob Armstrong and his designee as Purchasing Agent for Sapulpa Independent School District, Authorized Representative for all Federal programs including E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2022-23 school year.
    F. Discussion of Student Handbooks as a first read.
        1. Sapulpa High School
        2. Bartlett Academy
        3. Sapulpa Jr. High School
        4. Sapulpa Middle School
        5. Sapulpa Elementary Schools
    G. Proposed Executive Session to discuss Personnel listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
        1. Vote to convene in Executive Session.
        2. To acknowledge the Board has returned to Open Session.
        3. Statement of Executive Session Minutes.

VIII. Personnel
    A. Vote to approve/disapprove employing Personnel as per attachment.
    B. Vote to accept Resignations received since the last board meeting.

IX. Adjournment

Regular Meeting of The Board of Education Independent School District Number 33, Creek County
Monday, June 13, 2022 12:00 PM
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order and Pledge Allegiance to the Flag.
President McCormick called the meeting to order at 12 pm. Assitant Superintendent Johnny Bilby led the Pledge of Allegiance.

II. Formal Adoption of the Agenda.

II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.
To formally adopt the Agenda pulling out Consent Agneda items O., P., and AI. for discussion and individual vote passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

III. Consent Agenda

III.A. Approval of 5.09.2022 Regular Board Meeting Minutes.

III.B. Approval of the 2021-22 General Fund Purchase Order Encumbrance numbers 911 through 968.

III.C. Re-approval of the 2021-22 General Fund Purchase Order Encumbrance number 910.

III.D. Approval of the 2021-22 Building Fund Purchase Order Encumbrance numbers 225 through 243.

III.E. Approval of the 2021-22 Child Nutrition Fund Purchase Order Encumbrance numbers 86 through 93.

III.F. Approval of the 2021-22 Bond Fund 31 Purchase Order Encumbrance number 25.

III.G. Approval of the 2021-22 Bond Fund 32 Purchase Order Encumbrance number 56.

III.H. Approval of the 2021-22 Bond Fund 39 Purchase Order Encumbrance number 1.

III.I. Approval of the monthly financial reports of the School Activity Funds account.

III.J. Approval of the Treasurer's Report on the status of Funds and Investments.

III.K. Approval of a School Membership with Oklahoma State School Boards Association (OSSBA) for the 2022-23 school year.

III.L. Approval of Assemble Paperless Meeting Subscription with Oklahoma State School Boards Association (OSSBA) for the 2022-23 school year.

III.M. Approval of the 2022-23 OSSBA Policy Services.

III.N. Approval of the 2022-23 OSSBA Superintendent Evaluation tool.

III.O. Approval of renewing the 2022-23 Workers Compensation Insurance with the Oklahoma School Assurance Group (OSAG).

To approve Consent Agenda items O. and P. passed with a motion by Melinda Ryan and a second by Larry Hoover.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

III.P. Approval of renewing the 2022-23 School District Comprehensive Insurance Policy with Oklahoma Schools Insurance Group (OSIG).

III.Q. Approval of a 2022-23 Muscogee (Creek) Nation Local Head Start Agreement for special education services.

III.R. Approval of a 2022-23 Legal Contract with Christina Evans, Orientation and Mobility Specialist.

III.S. Approval of a 2022-23 Legal Contract with Cindy Lumpkin, Consultant, to serve district children with visual disabilities.

III.T. Approval of a 2022-23 Legal Contract with Jeanne Pease to provide consultant services for our hearing-impaired students.

III.U. Approval of 2022-23 Legal Contract with Casey Newman to provide educational audiology consultant services.

III.V. Approval of 2022-23 Legal Contract with Leah Gruns to conduct speech and/or language therapy and related activities for Sapulpa Public Schools.

III.W. Approval of the 2022-23 BorderLAN Security Agreement for internet filtering service and classroom management system.

III.X. Approval of Microsoft Licensing renewal for the 2022-23 school year.

III.Y. Approval of renewal for the E-Rate Letter of Agency, authorizing Kellogg and Sovereign Consulting to act on our behalf for the 2023-24 e-rate cycle.

III.Z. Approval of 2022-23 Subscription Renewal with Vernon Florence Consulting Company.

III.AA. Approval of the 2022-23 renewal of the Ellevation Subscription Agreement with Sapulpa Public Schools.

III.AB. Approval for renewal of the 2022-23 GCN Training Quote.

III.AC. Approval for renewal of the 2022-23 PowerSchool Maintenance, Support, and Hosting quote.

III.AD. Approval for renewal of the 2022-23 PowerSchool SearchSoft-McRel-Principal quote.

III.AE. Approval of the renewal of the 2022-23 Seesaw contract.

III.AF. Approval of the renewal of the 2022-23 Istation Quote.

III.AG. Approval of renewal for the 2022-23 School Messenger Communicate notification system quote.

III.AH. Approval of renewal for 2022-23 School Messenger Presence website content management system quote.

III.AI. Approval of the 2022-23 Buy Board National Purchasing Cooperative Interlocal Participation Agreement.
No action. More information is requested.

III.AJ. Approval of the 2022-23 Action Fire Protection proposal for annual inspections and service work.

III.AK. Approval of the 2022-23 Athletic Training Services Donation Agreement through Tulsa Bone & Joint.

III.AL. Approval of the 2022-23 Lone Star Co-Op Application for Softball, Volleyball, Football, Wrestling, Baseball, Boys and Girls Golf, Soccer, and Tennis.

III.AM. Approval of the Camp Loughridge Booking Contract for the 2022 Student Leadership Retreat.

III.AN. Approval of 2022 Perry Weather Subscription.

III.AO. Approval to accept payment from Sapulpa Baseball Booster for Steve Irvine and Chad Nichols 2022-23 Summer Program payments.

III.AP. Approval of 2022-23 Equipment Maintenance Agreement renewal quote between Service Solved and Holmes Park Elementary.

III.AQ. Approval of the following as Sanctioned Clubs of Sapulpa Public Schools:

III.AQ.1. Liberty TAPS

III.AQ.2. Jefferson Heights TAPS

III.AQ.3. Sapulpa Ping Pings Booster Club

III.AQ.4. Sapulpa HS Band Booster Club

III.AQ.5. Sapulpa HS Baseball Booster Club

III.AQ.6. Sapulpa HS Softball Booster Club

III.AQ.7. Sapulpa FFA Booster Club

III.AR. Out of State Activity Trips

III.AS. Approval of Fundraisers as per attachment.

APPROVAL OF: A. 5.09.2022 BOE Meeting Minutes, B. 2021-2022 General Fund Purchase Order Encumbrance Numbers, C. Re-approval of 2021-2022 General Fund Purchase Order Encumbrance Number 910, D. 2021-2022 Building Fund Purchase Order Encumbrance Numbers, E. 2021-2022 Child Nutrition Fund Purchase Order Encumbrance Numbers, F 2021-2022 Bond Fund 31 Purchase Order Encumbrance Numbers, G. 2021-2022 Bond Fund 32 Purchase Order Encumbrance Numbers, H. 2021-2022 Bond Fund 39 Purchase Order Encumbrance Numbers, I. School Activity Fund Accounts, J. Treasurer's Report, K. OSSBA School Membership, L. OSSBA Assemble Paperless Meeting, M. OSSBA Policy Services, N. OSSBA Superintendent Eval Tool, O and P approved separately, Q. NACT Local Head Start Agreement-special services, R. Legat Contract Christina Evans, S. Legal Contract Cindy Lumpkin, T. Legal Contract Jeanne Pease, U. Legal Contract Casey Newman, V. Legal Contract Leah Gruns, W. BorderLAN Security Agreement, X. Microsoft Licensing, Y. E-rate Letter of Agency, Z. Subscription renewal with Vernon Florence Consulting Co, AA. Ellevation Subscription Agreement, AB. GCN Training Quote, AC. PowerSchool Maintenance, Support, and Hosting Quote, AD. PowerSchool Searchsoft-McRel-Principal Quote, AE. Seesaw Contract,

AF. Istation Quote, AG. School Messenger Communication Quote, AH. School Messenger Website Quote, AI. NO ACTION, AJ. Action Fire Proposal, AK. Tulsa Bone & Joint donation Athletic Training Services, AL. Lone Star Co-Op Application, AM. Camp Loughridge Student Leadership Retreat Contract, AN. Perry Weather Subscription, AO. Acceptance of Baseball payment from Booster for Irvine and Nichols, AP. HPE Equipment Maintenance Agreement, AQ. Sanctioned Clubs, AR. Out of State Activity Trips, AS. Fundraisers.

To approve remaining Consent Agenda items A-AS passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

IV. Hearing from the Public

None

V. Information & Discussion Items

V.A. 566 Wellness Policy, first read

V.B. Superintendent Comments

Superintendent Rob Armstong started his comments by welcoming everyone. Then he gave a wrap-up of the 2022 school year. Graduation was successful; no rain. June, July, and August will begin opening the 2023 school year. Summer programs have started and are going great. Due to recent occurrences, extra safety and security measures are being looked at and discussed. More on that to come.

VI. Action Items

VI.A. New Business - items not known or foreseen when agenda was posted.

None

VI.B. Discussion, motion, and vote on a motion to approve/disapprove modifications to the District's Student Transfer policy.

To approve modifications to the District's Student Transfer policy passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.C. Discussion, motion, and vote on a motion to approve/disapprove of updating the Sapulpa Public Schools Concussion Protocol.

To approve of updating the Sapulpa Public Schools Concussion Protoco passed with a motion by Wayne Richards and a second by Larry Hoover.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.D. Discussion, motion, and vote on a motion to approve/disapprove modifications to the District's 2022-23 Return to Learn Plan.

To approve modifications to the District's 2022-23 Return to Learn Plan passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.E. Proposed executive session to discuss Personnel listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.

VI.E.1. Vote to convene in Executive Session.

To convene in Executive Session at 12:50 pm passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.E.2. To acknowledge the Board has returned to Open Session.

President McCormick acknowledged the Board's return to Open Session at 1:13 pm.

VI.E.3. Statement of Executive Session Minutes.
The Board of Education went into Executive Session at 12:50 pm to discuss Personnel as listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 1:13 pm. Present in the Executive Session were Sarah Havenstrite, Melinda Ryan, Larry Hoover, Wayne Richards, Steve McCormick, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VII. Personnel

VII.A. Vote to approve/disapprove employing Personnel as per attachment.
To approve employing Personnel as per attachment passed with a motion by Wayne Richards and a second by Larry Hoover.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

VII.B. Vote to approve/disapprove FMLA request for Stephanie Kiesau, effective April 22, 2022, through June 05, 2022.
To approve FMLA request for Stephanie Kiesau, effective April 22, 2022, through June 05, 2022 passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

VII.C. Vote to approve/disapprove the 2022 Summer Program employees as per attachment.
To approve the 2022 Summer Program employees as per attachment passed with a motion by Sarah Havenstrite and a second by Larry Hoover.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

VII.D. Vote to approve/disapprove authorizing Amanda Castleberry to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.

To approve authorizing Amanda Castleberry to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Sarah Havenstrite and a second by Wayne Richards.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

VII.E. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting passed with a motion by Sarah Havenstrite and a second by Wayne Richards.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

VIII. Adjournment.

To adjourn at 1:16 pm passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 5, Nay: 0

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 968 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	968	06/08/2022	3826	SECURITY BANK CARD CENTER INC	EMPLOYEE BACKGROUND CHECKS	10,000.00
11	969	06/08/2022	1818	MERRIFIELD OFFICE SUPPLY	SVC CTR OFFICE SUPPLIES	200.00
11	970	06/09/2022	1269	SOFTWARE HOUSE INTERNATIONAL	Replacement CCTV Server	7,927.48
11	971	06/09/2022	107	TELECOMP HOLDINGS INC.	Replacement Telephones - Telecomp	4,936.00
11	972	06/10/2022	82233	LINDYANNE ECHEVERRIA	011-Sped-ESY Supplies-Reimbursement	39.96
11	973	06/13/2022	3186	COUNTRYSIDE DIESEL REPAIR LLC	Repairs to Bus 26	1,272.20
11	974	06/16/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Mirror for Bus 26	180.00
11	975	06/16/2022	3826	SECURITY BANK CARD CENTER INC	Shop and Classroom Equipment	422.96
11	976	06/17/2022	310	INSTRUCTURE, INC.	Annual Renewal- SIF Agent for Destiny	1,040.00
11	977	06/17/2022	3826	SECURITY BANK CARD CENTER INC	FINANCE SUPPLIES-MERRIFIELD	2,000.00
11	978	06/23/2022	1269	SOFTWARE HOUSE INTERNATIONAL	Laptop for HVAC- SHI	998.04
11	979	06/23/2022	2015	CONVERGINT TECHNOLOGIES	Door Strike for HS South Door by cafeteria	432.93
11	980	06/23/2022	193	ARCHWAY MARKETING SERVICES, INC.	Elementary ELA Curriculum: KG-2nd Into Reading	182,249.34
11	981	06/27/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Brakes for Bus 37	1,070.18
11	982	06/30/2022	3826	SECURITY BANK CARD CENTER INC	TRANSPORTATION/BUS SUPPLIES -O'REILLY,HOLT	4,000.00
11	983	06/30/2022	2539	BLUE RIBBON FORMS	FINANCE DEPT-CHECK STOCK	1,000.00

Non-Payroll Total:	**$217,769.09**
Payroll Total:	**$26,347,294.71**
Balance Forward:	**$0.00**
Report Total:	**$26,565,063.80**

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 244 - 99999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	244	06/16/2022	1818	MERRIFIELD OFFICE SUPPLY	OFFICE FURN FOR ATHLETIC OFFICE	865.00
21	245	06/23/2022	47	JC MECHANICAL	AC repair at Holmes Park	1,500.00
21	246	06/28/2022	9622	WESTLAKE HARDWARE INC	MAINTENANCE SUPPLIES	500.00
21	247	06/29/2022	335	LIMINAL CORPORATION	REPAIR SERVICE CTR GATE OPERATOR	8,495.00
21	248	06/30/2022	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICE-JUNE	49,300.52

Non-Payroll Total:	**$60,660.52**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$60,660.52**

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 94 - 99999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	94	06/13/2022	82203	HAYLEY J HOLMES	Car Rental Reimbursement	689.70
22	95	06/22/2022	7039	WES HEFLEY	Freedom Elementary, new freezer compressor	6,364.00
22	96	06/22/2022	7039	WES HEFLEY	Warehouse Freezer Repair due to electrical outage	2,201.00

Non-Payroll Total:	**$9,254.70**
Payroll Total:	**$915,693.96**
Balance Forward:	**$0.00**
Report Total:	**$924,948.66**

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 26 - 99999, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	26	06/08/2022	8348	AMERICAN HERITAGE BANK	VIDEOBOARD LEASE PMT	79,175.00
31	27	06/08/2022	8348	AMERICAN HERITAGE BANK	VIDEOBOARD LEASE PMT CHIEFTAIN CTR	67,094.00

Non-Payroll Total:	**$146,269.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$146,269.00**

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 57 - 99999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	57	06/14/2022	209	TULSA COUNTY ROOFING, LLC	BARTLETT ROOF REPAIRS	5,850.00
32	58	06/23/2022	47	JC MECHANICAL	HPE HVAC REPAIR	1,500.00
32	59	06/30/2022	3158	WILLIAM A. HARRISON, INC.	HVAC MOTOS CHIEFTAIN CENTER	9,012.00

Non-Payroll Total:	**$16,362.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$16,362.00**

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 1 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2022	60139	OSSBA	POLICY SERVICES SUBSCRIPTION THRU JUN 30, 2023	1,000.00
11	2	07/01/2022	60139	OSSBA	SCHOOL MEMBERSHIP DUES 2022-2023	3,780.00
11	3	07/01/2022	60139	OSSBA	ASSEMBLE ANNUAL SUBSCRIPTION THROUGH JUN 30, 2023	1,500.00
11	4	07/01/2022	60139	OSSBA	SUPERINTENDENT EVALUATION TOOL THRU JUN 30, 2023	200.00
11	5	07/01/2022	700	INSURICA	BOND COVERAGES-ADMIN	3,100.00
11	6	07/01/2022	206	CITY OF SAPULPA	WATER/SEWER SERVICE-DISTRICT	32,000.00
11	7	07/01/2022	206	CITY OF SAPULPA	LEASE AGREEMENT-BASEBALL FIELD	1.00
11	8	07/01/2022	206	CITY OF SAPULPA	LEASE AGREEMENT-BASEBALL INFIELD PRACTICE AREA	1.00
11	9	07/01/2022	30413	COX BUSINESS SERVICES	ADMINISTRATION BLDG TV/FAX SVC	200.00
11	10	07/01/2022	30413	COX BUSINESS SERVICES	DISTRICT PHONE SERVICE 1ST SEMESTER	36,000.00
11	11	07/01/2022	8811	OSAG	WC INSURANCE FOR DISTRICT	164,041.00
11	12	07/01/2022	5015	CREEK COUNTY RWD #2	WATER SERVICE-AG FACILITY	1,100.00
11	13	07/01/2022	30378	CONSOLIDATED RURAL WATER DIST. #3	WATER-JEFF HTS/SOCCER COMPLEX	7,500.00
11	14	07/01/2022	797	OKLAHOMA NATURAL GAS CO.	DISTRICT GAS SERVICE-1ST SEMESTER	9,500.00
11	15	07/01/2022	153	ESS SOUTH CENTRAL, LLC	CONTRACTED SUB SERVICES	60,000.00
11	16	07/01/2022	797	OKLAHOMA NATURAL GAS CO.	GAS TRANSPORT - 6 SITES	7,000.00
11	17	07/01/2022	877	PREFERRED BUSINESS SYSTEMS	DISTRICT COPIER FEES AND SUPPLIES	10,000.00
11	18	07/01/2022	874	QUILL CORPORATION	ADMIN OFFICE SUPPLIES	1,000.00
11	19	07/01/2022	9098	SAPULPA RURAL WATER CO.	WATER SERVICE - FREEDOM	2,500.00
11	20	07/01/2022	3826	SECURITY BANK CARD CENTER INC	STAMP FULFILLMENT-STAMPED ENVELOPES	1,500.00
11	21	07/01/2022	2269	SUPERIOR LINEN SERVICE	LINEN SERVICE-SPEC NEEDS CLASSROOMS	1,600.00
11	22	07/01/2022	39350	TIGER INC	NATURAL GAS TRANSPORT	25,000.00
11	23	07/01/2022	3328	WASTE MANAGEMENT OF OKLAHOMA, INC.	DISTRICT TRASH DUMPSTERS 1ST SEMESTER	35,000.00
11	24	07/01/2022	700	INSURICA	AG ED ACCIDENT COVERAGE	400.00
11	25	07/01/2022	3069	VERNON FLORENCE CONSULTING CO. INC	ADMIN NEWSLETTER SUBSCRIPTION	120.00
11	26	07/01/2022	2539	BLUE RIBBON FORMS	LASER CHECK STOCK-FINANCE DEPT	500.00
11	27	07/01/2022	235	CCOSA-COOP COUNCIL OK SCH	ADMINISTRATOR TRAINING	1,000.00
11	28	07/01/2022	236	The SpyGlass Group, LLC	YEARS SAVINGS ON SERVICE ELIM/COST REDUCTION	9,941.00
11	29	07/01/2022	2529	CREEK CO TREASURER	VISUAL INSPECTION PROGRAM-AD VALOREM TAX	90,000.00

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 1 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	30	07/01/2022	9836	MUNICIPAL ACCOUNTING SYSTEMS, INC	PAYROLL FORMS	500.00
11	31	07/01/2022	9836	MUNICIPAL ACCOUNTING SYSTEMS, INC	CONTRACTED SERVICES WITH MAS	18,000.00
11	32	07/01/2022	793	OK EMP SECURITY COMM	BENEFITS PAID TO PERSONNEL	6,000.00
11	33	07/01/2022	3826	SECURITY BANK CARD CENTER INC	ADMIN SUPPLIES/POST OFFICE,MERRIFIELD,AMAZON	1,000.00
11	34	07/01/2022	2212	POWERSCHOOL GROUP LLC	SOFTWARE RENEWAL HR/TALENT ED	28,000.00
11	35	07/01/2022	2524	ROSENSTEIN FIST & RINGOLD	PROFESSIONAL LEGAL SERVICES-DISTRICT	10,000.00
11	36	07/01/2022	940	LAWRENCE COUNTY NEWSPAPERS, INC.	DISTRICT ADS	800.00
11	37	07/01/2022	32003	ST. JOHN URGENT CARE CLINICS	PERSONNEL DRUG SCREENS	2,800.00
11	38	07/01/2022	31018	SAPULPA JROTC	EQUIPMENT LEASE	1.00
11	39	07/01/2022	4247	UMB BANK N.A.	DISTRICT BOND AGENT FEES	600.00
11	40	07/01/2022	2187	OKASBO	INSTITUTIONAL MEMBERSHIP-FINANCE	675.00
11	41	07/01/2022	4816	BLEDSOE, HEWETT & GULLEKSON	DISTRICT AUDITING SERVICES	12,000.00
11	42	07/01/2022	60139	OSSBA	ADMIN STAFF TRAINING	300.00
11	43	07/01/2022	2571	SAPULPA CHAMBER OF COMMER	DISTRICT MEMBERSHIP FEE	410.00
11	44	07/01/2022	2111	LANGUAGE LINE SERVICES	TRANSLATION SERVICES	300.00
11	45	07/01/2022	60139	OSSBA	BOARD MEMBER TRAINING	500.00
11	46	07/01/2022	857	POSTMASTER, SAPULPA, OKLA	STAMPS-BUSINESS OFFICE	2,000.00
11	47	07/01/2022	3826	SECURITY BANK CARD CENTER INC	IDENTOGO-EMPLOYEE BACKGROUND CHECKS	2,000.00
11	48	07/01/2022	4055	O T A PIKEPASS	DISTRICT PIKEPASS FEES	2,800.00
11	49	07/01/2022	2212	POWERSCHOOL GROUP LLC	POWERSCHOOL HOSTING FEES 2022-2023	1,500.00
11	50	07/01/2022	691	GLOBAL COMPLIANCE NETWORK	ONLINE REQUIRED PD TRAINING PLATFORM	1,000.00
11	51	07/01/2022	39329	OKLAHOMA NOTARY DISCOUNT	CAROL MATTHEWS NOTARY RENEWAL	74.95
11	52	07/01/2022	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	PowerSchool SIS Hosting, Maintenance and Support	24,813.36
11	53	07/01/2022	927	TULSA TECHNOLOGY CENTER	011-Sped-Tulsa Tech Paraprofessional Training	1,160.00
11	54	07/01/2022	3826	SECURITY BANK CARD CENTER INC	TIMECLOCK HARDWARE SUPPORT AND MAINTENANCE	9,356.40
11	55	07/01/2022	691	GLOBAL COMPLIANCE NETWORK	GCN Online PD Training for employees	1,000.00
11	56	07/01/2022	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal TalentEd, Perform, Records	29,265.05
11	57	07/01/2022	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal McRel - Principal Evaluation	4,212.35
11	58	07/01/2022	3150	IMAGINATION STATION, INC.	renewal istation for elementary reading and math	57,734.00
11	59	07/01/2022	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal Mizuni Integration Suite	8,719.23

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 1 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	60	07/01/2022	105	SEESAW LEARNING, INC	renewal Seesaw	5,700.00
11	61	07/01/2022	235	CCOSA-COOP COUNCIL OK SCH	Principal Certification for Evaluations	2,000.00
11	62	07/01/2022	3826	SECURITY BANK CARD CENTER INC	628-Sped-Pcard-Testing Materials PEARSON	2,856.25
11	63	07/01/2022	30840	OSIG	PROPERTY AND CASUALTY INSURANCE	516,412.00
11	64	07/01/2022	1999	GORDON STOWE	628-Sped-Annual Audiometer Maintenance	1,000.00
11	65	07/01/2022	146	OKLAHOMA STATE UNIVERSITY*	011-Sped-Pcard-CPR Card Fees for Staff	225.00
11	66	07/01/2022	80267	KATHERINE A STUFFLEBEAM	615-Sped-Travel Reimbursement (Stufflebeam)	1,000.00
11	67	07/01/2022	80645	AMY J POWERS	615-Sped-Travel Reimbursement (Powers)	1,000.00
11	68	07/01/2022	3826	SECURITY BANK CARD CENTER INC	628-Sped-Pcard-Supplies and Materials	1,000.00
11	69	07/01/2022	943	VERIZON WIRELESS	628-Sped-Verizon MiFi Service	500.00
11	70	07/01/2022	3826	SECURITY BANK CARD CENTER INC	615-Sped-Pcard-TCC Sign Lang. Course Fee (Codding)	393.00
11	71	07/01/2022	3826	SECURITY BANK CARD CENTER INC	615-Sped-Hotel-ODSS Training-Yukon, OK	350.00
11	72	07/01/2022	943	VERIZON WIRELESS	518-Verizon WiFi/Hotspot for Tutoring (YSCC)	500.00
11	73	07/01/2022	99999	SAPULPA PUBLIC SCHOOLS	596-Chromebook Fees (Homeless)	500.00
11	74	07/01/2022	99999	SAPULPA PUBLIC SCHOOLS	596-Chromebook Fees (Homeless)	500.00
11	75	07/01/2022	99999	SAPULPA PUBLIC SCHOOLS	596-Chromebook Fees (Homeless)	500.00
11	76	07/01/2022	3826	SECURITY BANK CARD CENTER INC	596-Supplies and Materials (Homeless)	500.00
11	77	07/01/2022	3826	SECURITY BANK CARD CENTER INC	621-Sped-Supplies and Materials	500.00
11	78	07/01/2022	99999	SAPULPA PUBLIC SCHOOLS	596-Transportation for Homeless Students	1,000.00
11	79	07/01/2022	99999	SAPULPA PUBLIC SCHOOLS	596-Hotspot Fees for Homeless Students	300.00
11	80	07/01/2022	36	INT'L ACADEMY OF SCIENCE	628-Sped-Student Licenses for Online Instruction	9,000.00

Non-Payroll Total:	**$1,278,741.59**
Payroll Total:	**$151,003.92**
Balance Forward:	**$0.00**
Report Total:	**$1,429,745.51**

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 1 - 99999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2022	5917	OKLA. NATURAL GAS CO.	GAS SERVICE-RENTAL PROPERTY	1,200.00
21	2	07/01/2022	206	CITY OF SAPULPA	WATER-RENTAL PROPERTY	1,500.00
21	3	07/01/2022	796	OKLAHOMA GAS & ELECTRIC CO	ELECTRIC SERVICE-RENTAL PROPERTY	1,800.00
21	4	07/01/2022	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICE	250,000.00
21	5	07/01/2022	30413	COX BUSINESS SERVICES	CABLE SERVICE-SERVICE CENTER	1,200.00
21	6	07/01/2022	1045	ELDER WATER CONSULTING, INC.	DISTRICT WATER TREATMENT PROGRAM	3,900.00
21	7	07/01/2022	3647	EMCO TERMITE & PEST CONTROL	HS TERMITE/INSTALL/MONITOR	1,800.00
21	8	07/01/2022	21	ACTION FIRE PROTECTION LLC	ANNUAL FIRE SYSTEM INSPECTIONS	4,800.00
21	9	07/01/2022	2129	CECIL COX ENTERPRISES	MAINTENANCE EQUIP-SERVICE & REPAIR	400.00
21	10	07/01/2022	2129	CECIL COX ENTERPRISES	REPAIR AND SERVICE-GROUNDS EQUIPMENT	300.00
21	11	07/01/2022	31545	CUMMINS-SOUTHERN PLAINS, LLC	HPE GENERATOR INSPECTIONS, SERVICE, PARTS	1,800.00
21	12	07/01/2022	3647	EMCO TERMITE & PEST CONTROL	1116 E HOBSON-PEST CONTROL/MAINTENANCE	150.00
21	13	07/01/2022	629	LOCKE SUPPLY	MAINTENANCE SUPPLIES	2,000.00
21	14	07/01/2022	629	LOCKE SUPPLY	GROUNDS MAINTENANCE SUPPLIES	1,000.00
21	15	07/01/2022	8510	THE HOME DEPOT PRO	CUSTODIAL SUPPLIES-DISTRICT	10,000.00
21	16	07/01/2022	3826	SECURITY BANK CARD CENTER INC	SERVICE CTR SUPPLIES-WALMART,MERRIFIELD,WESTLAKE	700.00
21	17	07/01/2022	32087	OKLAHOMA DEPT. OF LABOR	INSPECTIONS: ELEVATORS, BOILERS, WATER HEATERS	600.00
21	18	07/01/2022	878	STEVEN ENTERPRISES, INC.	DISTRICT PLUMBING REPAIR	2,500.00
21	19	07/01/2022	322	ALL STAR RESOURCES CORP.	BARTLETT ACADEMY-PARKING LOT REPAIR	3,880.00

Non-Payroll Total:	**$289,530.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$289,530.00**

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2022 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	$1,538.15	$0.00	$0.00	$0.00	$1,538.15	$0.00	$1,538.15
802 HS OFFICE	$7,176.26	$1,731.89	$0.00	$3,682.76	$5,225.39	$0.00	$5,225.39
803 CREDIT RECOVERY	$6,261.59	$150.00	$0.00	$0.00	$6,411.59	$0.00	$6,411.59
804 ID BADGE	$2,791.68	$0.00	$0.00	$0.00	$2,791.68	$0.00	$2,791.68
805 HS ART	$1,619.23	$0.00	$118.99	$0.00	$1,738.22	$0.00	$1,738.22
806 HS BAND	$10,098.80	$284.00	$0.00	$960.50	$9,422.30	$0.00	$9,422.30
807 HS BAND BOOSTER CONCESSION	$49,545.31	$0.00	$0.00	$80.02	$49,465.29	$0.00	$49,465.29
808 HS OKLAHOMA CLOSE UP	$473.50	$0.00	$0.00	$0.00	$473.50	$0.00	$473.50
809 HS HOSPITALITY COMMITTEE	$685.82	$0.00	$0.00	$80.00	$605.82	$0.00	$605.82
810 HS STAY(STUD TCH AIDS YOUTH)	$445.06	$0.00	$0.00	$0.00	$445.06	$0.00	$445.06
811 HS COUNSELING OFFICE	$6,110.92	$76.00	$0.00	$0.00	$6,186.92	$0.00	$6,186.92
812 HS BUSINESS PROF ASSOC (BPA)	$336.97	$107.94	$0.00	$0.00	$444.91	$0.00	$444.91
814 HS AP EXAMS	$4,614.08	$0.00	$0.00	$3,217.80	$1,396.28	$0.00	$1,396.28
815 HS FCCLA	$1,349.57	$0.00	$0.00	$0.00	$1,349.57	$0.00	$1,349.57
816 HS INDIAN ED PANTRY	$73.42	$0.00	$0.00	$0.00	$73.42	$0.00	$73.42
817 HS LIBRARY	$1,229.08	$0.00	$0.00	$0.00	$1,229.08	$0.00	$1,229.08
818 HS NATIONAL HONOR SOCIETY	$5,359.22	$95.91	$0.00	$810.11	$4,645.02	$0.00	$4,645.02
819 GREEN-THUMB CHIEFTAINS	$6,287.80	$0.00	$0.00	$63.00	$6,224.80	$0.00	$6,224.80
820 HS NAACP	$112.30	$0.00	$0.00	$0.00	$112.30	$0.00	$112.30
821 HS SENIORS 2024	$2,723.48	$0.00	$0.00	$0.00	$2,723.48	$0.00	$2,723.48
822 HS SENIORS 2022	$4,996.92	$0.00	$0.00	$27.86	$4,969.06	$0.00	$4,969.06
823 HS SENIORS 2023	$9,599.27	$0.00	$0.00	$0.00	$9,599.27	$0.00	$9,599.27
824 HS SCIENCE & ENGINEERING	$4,578.69	$0.00	$0.00	$0.00	$4,578.69	$0.00	$4,578.69
825 HS SPANISH HONOR SOCIETY	$691.03	$0.00	$0.00	$0.00	$691.03	$0.00	$691.03
826 HS SPECIAL ED/OLYMPICS	$17,451.03	$0.00	$496.04	$2,487.40	$15,459.67	$0.00	$15,459.67
827 HS STUDENT COUNCIL	$3,016.26	$0.00	$0.00	$0.00	$3,016.26	$0.00	$3,016.26
828 HS VOCAL MUSIC	$3,243.03	$0.00	$0.00	$207.04	$3,035.99	$0.00	$3,035.99
829 HS AG ED & FFA	$60,169.92	$138.00	$0.00	$7,772.83	$52,535.09	$0.00	$52,535.09
830 HS LYONS SPED	$1,532.70	$0.00	$0.00	$0.00	$1,532.70	$0.00	$1,532.70
831 HS YEARBOOK	$8,945.49	$0.00	$0.00	$0.00	$8,945.49	$0.00	$8,945.49
832 HS SIZEMORE SPED	$488.33	$0.00	$0.00	$0.00	$488.33	$0.00	$488.33
833 HS FISHING TEAM/CLUB	$1,049.99	$258.00	$0.00	$570.99	$737.00	$0.00	$737.00
835 HS BAND AUXILARIES	$4,631.80	$269.98	$0.00	$0.00	$4,901.78	$0.00	$4,901.78
836 HS BAND TRIPS	$72,044.12	$8,166.01	$0.00	$4,745.98	$75,464.15	$0.00	$75,464.15
837 HS BAND GRANTS	$62,923.88	$0.00	$0.00	$7,288.18	$55,635.70	$0.00	$55,635.70
838 HS PING PINGS	$1,737.48	$0.00	$0.00	$0.00	$1,737.48	$0.00	$1,737.48
840 HS INDIAN PARENT COMMITTEE	$246.93	$250.00	$0.00	$0.00	$496.93	$0.00	$496.93
841 HS SAPULPA INDIAN CLUB	$3,418.40	$125.61	$0.00	$0.00	$3,544.01	$0.00	$3,544.01
842 HS KEY CLUB	$154.48	$0.00	$0.00	$0.00	$154.48	$0.00	$154.48
843 HS GSA, GAY STRAIGHT ALLIANCE	$68.71	$0.00	$0.00	$0.00	$68.71	$0.00	$68.71
844 HS PRODUCTIONS	$18,852.40	$0.00	$0.00	$4,983.95	$13,868.45	$0.00	$13,868.45
845 HS CULINARY ARTS	$1,652.12	$122.37	$0.00	$523.74	$1,250.75	$0.00	$1,250.75
846 HS JROTC	$26,049.85	$89.00	($150.00)	$913.90	$25,074.95	$0.00	$25,074.95
848 HS SCHOOL NURSE	$1,813.34	$0.00	$0.00	$0.00	$1,813.34	$0.00	$1,813.34
849 BACKPACK FOOD PANTRY	$5,440.13	$0.00	($496.04)	$0.00	$4,944.09	$0.00	$4,944.09
850 LOCAL SCHOLARSHIPS	$38,206.42	$0.00	$0.00	$500.00	$37,706.42	$0.00	$37,706.42
851 HS SENIOR GIRL EVENTS	$4,703.16	$0.00	$0.00	$0.00	$4,703.16	$0.00	$4,703.16
852 HS FIRST ROBOTICS	$59,894.01	$0.00	$0.00	$0.00	$59,894.01	$0.00	$59,894.01
854 HS INDIAN ED STAFF DEV	$2,933.81	$0.00	$0.00	$22.90	$2,910.91	$0.00	$2,910.91
855 HS PHYSICS	$684.22	$0.00	$0.00	$0.00	$684.22	$0.00	$684.22
856 E-SPORTS	$5,356.02	$0.00	$0.00	$0.00	$5,356.02	$0.00	$5,356.02
857 JH OFFICE	$1,877.43	$0.00	$0.00	$1,146.79	$730.64	$0.00	$730.64
860 JH LIBRARY	$1,132.53	$0.00	$0.00	$0.00	$1,132.53	$0.00	$1,132.53
863 JH STUDENT COUNCIL	$2,462.18	$0.00	$0.00	$381.14	$2,081.04	$0.00	$2,081.04
864 JH VOCAL MUSIC	$2,541.24	$0.00	$0.00	$0.00	$2,541.24	$0.00	$2,541.24
866 JH YEARBOOK	$6,680.10	$35.00	$0.00	$906.22	$5,808.88	$0.00	$5,808.88
870 JH ART	$594.16	$0.00	$0.00	$0.00	$594.16	$0.00	$594.16

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2022 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
871 JH TAPS	$315.81	$0.00	$0.00	$0.00	$315.81	$0.00	$315.81
872 STEM JH MATH & SCIENCE	$4,239.76	$0.00	$0.00	$0.00	$4,239.76	$0.00	$4,239.76
874 JR HIGH GRANTS	$3,546.54	$101.50	$0.00	$0.00	$3,648.04	$0.00	$3,648.04
877 MS OFFICE	$5,779.03	$1,735.33	$0.00	$913.98	$6,600.38	$0.00	$6,600.38
878 MS LIBRARY	$931.69	$0.00	$0.00	$0.00	$931.69	$0.00	$931.69
879 MS STUDENT OF THE MONTH	$200.00	$0.00	$0.00	$0.00	$200.00	$0.00	$200.00
880 MS STUDENT COUNCIL	$18.90	$0.00	$0.00	$0.00	$18.90	$0.00	$18.90
881 MS YEARBOOK	$113.43	$0.00	$0.00	$0.00	$113.43	$0.00	$113.43
883 MS CHOIR	$9,354.75	$0.00	$0.00	$0.00	$9,354.75	$0.00	$9,354.75
886 MS NJHS	$1,564.82	$0.00	$0.00	$0.00	$1,564.82	$0.00	$1,564.82
887 7TH/8TH GR VOLLEYBALL	$636.33	$0.00	$0.00	$0.00	$636.33	$0.00	$636.33
888 MS GRANTS	$186.09	$0.00	$0.00	$0.00	$186.09	$0.00	$186.09
891 GT REDDING	$7.03	$0.00	($7.03)	$0.00	$0.00	$0.00	$0.00
892 SPED DIRECTOR	$278.45	$0.00	$0.00	$49.71	$228.74	$0.00	$228.74
893 LIBERTY LIBRARY	$997.73	$0.00	$0.00	$0.00	$997.73	$0.00	$997.73
894 LIBERTY MISC	$8,519.74	$0.00	$0.00	$504.14	$8,015.60	$0.00	$8,015.60
895 LIBERTY FUNDRAISING	$4,293.78	$0.00	$0.00	$622.73	$3,671.05	$0.00	$3,671.05
896 LIBERTY STEM CLUB	$5,054.13	$0.00	$0.00	$0.00	$5,054.13	$0.00	$5,054.13
897 LIBERTY GRANTS	$2,062.43	($400.00)	$0.00	$0.00	$1,662.43	$0.00	$1,662.43
900 FREEDOM MISC	$8,755.29	$50.00	$0.00	$4,321.89	$4,483.40	$0.00	$4,483.40
901 FREEDOM FUNDRAISING	$3,185.12	$15,133.60	($2,000.00)	$320.08	$15,998.64	$0.00	$15,998.64
902 FREEDOM LIBRARY	$2,310.44	$0.00	$0.00	$0.00	$2,310.44	$0.00	$2,310.44
903 FREEDOM GRANTS	$113.67	$0.00	$0.00	$0.00	$113.67	$0.00	$113.67
904 FREEDOM TAPS	$11,039.33	$0.00	$2,000.00	$1,391.46	$11,647.87	$0.00	$11,647.87
907 JEFFERSON HTS MISC	$4,362.28	$0.00	$0.00	$773.60	$3,588.68	$0.00	$3,588.68
908 JEFFERSON HTS FUNDRAISING	$18,746.56	$0.00	$0.00	$2,050.87	$16,695.69	$0.00	$16,695.69
910 JEFFERSON HTS GRANTS	$9,545.66	$0.00	$0.00	$0.00	$9,545.66	$0.00	$9,545.66
911 JEFFERSON HTS LIBRARY	$5,108.28	$0.00	$0.00	$2,101.88	$3,006.40	$0.00	$3,006.40
919 HOLMES PARK MISC	$6,398.67	$0.00	$0.00	$1,419.83	$4,978.84	$0.00	$4,978.84
920 HOLMES PARK FUNDRAISING	$30,331.83	$0.00	$0.00	$5,010.71	$25,321.12	$0.00	$25,321.12
921 HOLMES PARK LIBRARY	$2,103.62	$0.00	$0.00	$0.00	$2,103.62	$0.00	$2,103.62
922 HOLMES PARK GRANTS	$1,025.65	$0.00	$0.00	$0.00	$1,025.65	$0.00	$1,025.65
928 REVOLUTIONARY DAYS	$330.80	$0.00	$0.00	$0.00	$330.80	$0.00	$330.80
929 DISTRICT STEM	$22,620.54	$0.00	$0.00	$0.00	$22,620.54	$0.00	$22,620.54
930 SAPULPA ACADEMIC CONF	$267.36	$0.00	$0.00	$0.00	$267.36	$0.00	$267.36
931 BENEVOLENCE FUND	$9,508.36	$0.00	$0.00	$0.00	$9,508.36	$0.00	$9,508.36
932 GT GRANTS	$13,550.00	$0.00	$0.00	$0.00	$13,550.00	$0.00	$13,550.00
933 NOW (INTEREST INCOME)	$26,387.07	$3,693.17	$0.00	$0.00	$30,080.24	$0.00	$30,080.24
934 DRIVERS EDUCATION	$1,750.00	$0.00	$0.00	$0.00	$1,750.00	$0.00	$1,750.00
936 STEM-CAMP INVENTION	$39,057.50	$8,877.65	$0.00	$2,750.00	$45,185.15	$0.00	$45,185.15
937 LATCHKEY	$178,018.36	$384.53	$0.00	$175,502.58	$2,900.31	$0.00	$2,900.31
938 COLLINS FOUNDATION	$27,119.25	$0.00	$0.00	$0.00	$27,119.25	$0.00	$27,119.25
939 EDUCATION FOUNDATION	$79.90	$0.00	$0.00	$0.00	$79.90	$0.00	$79.90
940 SPARK	$87,261.60	$30,685.03	$0.00	$70,666.76	$47,279.87	$0.00	$47,279.87
941 LOCAL SCH CHILD WELFARE	$54,446.39	$0.00	$0.00	$2,070.72	$52,375.67	$0.00	$52,375.67
942 HOT SPOT INSURANCE	$705.00	$0.00	$0.00	$0.00	$705.00	$0.00	$705.00
943 ALTERNATIVE SCHOOL GRANTS	$80.55	$0.00	$0.00	$0.00	$80.55	$0.00	$80.55
944 CHILD NUTRITION BANQUETS	$124.00	$0.00	$0.00	$0.00	$124.00	$0.00	$124.00
945 SPS FOOD SERV ASSOC	$8,340.44	$0.00	$0.00	$0.00	$8,340.44	$0.00	$8,340.44
946 SOFT DRINK MONEY	$15,372.34	$269.98	($118.99)	$4,632.70	$10,890.63	$0.00	$10,890.63
947 ALTERNATIVE SCHOOL	$4,004.85	$0.00	$0.00	$517.74	$3,487.11	$0.00	$3,487.11
949 CLEARING ACCOUNT	$75.78	$0.00	$7.03	$0.00	$82.81	$0.00	$82.81
950 SERVICE CENTER	$367.43	$0.00	$0.00	$0.00	$367.43	$0.00	$367.43
952 CHROMEBOOK INS/REPAIR	$55,245.71	$0.00	$0.00	$6,206.40	$49,039.31	$0.00	$49,039.31
954 5TH GRADE ELEM BASKETBALL	$1,238.25	$0.00	$0.00	$0.00	$1,238.25	$0.00	$1,238.25
956 CENTENNIAL PLAZA PROJECT	$1,973.34	$0.00	$0.00	$0.00	$1,973.34	$0.00	$1,973.34
957 HOMELESS	$564.99	$0.00	$0.00	$0.00	$564.99	$0.00	$564.99

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2022 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
960 ATHLETIC SPORTS OVERALL	$7,411.29	$1,534.49	$0.00	$1,441.19	$7,504.59	$0.00	$7,504.59
961 FOOTBALL BUDGET	$17,841.63	$8,506.35	$0.00	$600.00	$25,747.98	$0.00	$25,747.98
962 BOYS BASKETBALL BUDGET	$1,470.01	$980.15	$0.00	$0.00	$2,450.16	$0.00	$2,450.16
963 GIRLS BASKETBALL BUDGET	$467.48	$1,130.00	$0.00	$0.00	$1,597.48	$0.00	$1,597.48
964 BASEBALL BUDGET	$11,520.97	$3,375.00	$150.00	$3,464.00	$11,581.97	$0.00	$11,581.97
965 SOFTBALL BUDGET	$2,513.53	$1,650.00	$0.00	$0.00	$4,163.53	$0.00	$4,163.53
966 WRESTLING BUDGET	$1,303.65	$1,195.00	$0.00	$0.00	$2,498.65	$0.00	$2,498.65
967 TENNIS BUDGET	$1,021.46	$0.00	$0.00	$400.01	$621.45	$0.00	$621.45
968 TRACK BUDGET	$548.96	$139.39	$0.00	$103.60	$584.75	$0.00	$584.75
969 GOLF BUDGET	$7,187.36	$0.00	$0.00	$383.91	$6,803.45	$0.00	$6,803.45
971 ATHLETIC - BOOSTER CLUB	$98,506.02	$42,557.00	$0.00	$34,820.68	$106,242.34	$0.00	$106,242.34
972 CROSS COUNTRY BUDGET	$8,170.01	$0.00	$0.00	$0.00	$8,170.01	$0.00	$8,170.01
973 BOYS SOCCER BUDGET	$1,413.94	$0.00	$0.00	$0.00	$1,413.94	$0.00	$1,413.94
974 ATHLETICS - TRAINER	$280.92	$0.00	$0.00	$261.60	$19.32	$0.00	$19.32
975 GIRLS SOCCER BUDGET	$7,248.85	$1,150.00	$0.00	$97.44	$8,301.41	$0.00	$8,301.41
976 GIRLS VOLLEYBALL BUDGET	$5,119.96	$0.00	$0.00	$0.00	$5,119.96	$0.00	$5,119.96
977 CHEER BUDGET	$3,740.61	$3,390.43	$0.00	$532.57	$6,598.47	$0.00	$6,598.47
978 ALL EVENTS GATE	$25,897.71	$100.00	$0.00	$13,151.27	$12,846.44	$0.00	$12,846.44
979 JR HIGH CHEER	$2,039.46	$1,515.60	$0.00	$250.00	$3,305.06	$0.00	$3,305.06
983 DRUG TEST-PHYSICALS	$9,696.48	$6,995.41	$0.00	$10.00	$16,681.89	$0.00	$16,681.89
985 SPONSORS 2022-2023	$21,000.00	$11,502.00	$0.00	$0.00	$32,502.00	$0.00	$32,502.00
986 CHIEFTAIN CENTER CONCESSION	$23,363.36	$0.00	$0.00	$3,515.27	$19,848.09	$0.00	$19,848.09
Total	**$1,508,074.13**	**$158,151.32**	**$0.00**	**$382,232.43**	**$1,283,993.02**	**$0.00**	**$1,283,993.02**

SAPULPA PUBLIC SCHOOLS
TREASURER'S SUMMARY
JUNE 2022

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	**6,792,774.53**	**641,174.68**	**690,133.63**	**1,695,842.82**	**1,196,549.74**	11,016,475.40
DEPOSITS	2,178,443.87	7,672.52	418,024.41	-	36,572.21	2,640,713.01
CHECKS ISSUED						
Current Year	5,076,535.20	73,105.61	224,833.94	58,288.49		5,432,763.24
Prior Year	-	-	-	115,823.00	-	115,823.00
Fund Transfers						
END BALANCE	**3,894,683.20**	**575,741.59**	**883,324.10**	**1,521,731.33**	**1,233,121.95**	8,108,602.17
Last Yr Same Month	*2,801,271.86*	*630,514.86*	*270,486.20*	*3,957,034.75*	*766,439.56*	8,425,747.23
Gain or (Loss)	**1,093,411.34**	**(54,773.27)**	**612,837.90**	**(2,435,303.42)**	**466,682.39**	
Reserves for PO's	**457,815.81**	**113,428.10**	**63,068.23**			
Estopped Payments	**1,800.01**	**0.00**	**10.02**			
Unaudited Fund Bal	**3,438,667.40**	**462,313.49**	**820,265.89**			
Carryover %	**11.21%**	**43.92%**	**52.22%**			

I CERTIFY THAT THIS REPORT, SUMMARIZED ON PAGES 1, 2, AND 3
IS CORRECT AND IN ACCORDANCE WITH THE RECORDS.

Kenda Terrones, Treasurer

GENERAL FUND		PREVIOUS TOTAL	CURRENT MONTH	NEW YR-TO-DATE
Local Revenue				
Current Ad Valorem		6,904,254.36	31,477.24	6,935,731.60
Prior Ad Valorem		185,775.71	14,543.29	200,319.00
Homestead & In Lieu Tax		84,863.72	7.04	84,870.76
Interest Earned		10,967.18	3,651.42	14,618.60
Rental of Facilities		200.00	970.00	1,170.00
Sale of Surplus Equipment		0.00	0.00	0.00
Insurance Recovery		67,621.86	0.00	67,621.86
Workers' Compensation		0.00	0.00	0.00
Misc Reimbursements		90,131.44	1,860.43	91,991.87
Donations and Contributions		10,260.22	0.00	10,260.22
Repayment from CNF		0.00	0.00	0.00
Repayment from Activity Fd		39,007.92	260,908.17	299,916.09
	Local TOTALS	**7,393,082.41**	**313,417.59**	**7,706,500.00**
County Revenue				
Mill Levy		689,102.43	5,176.44	694,278.87
Mortgage Tax		149,772.21	11,999.43	161,771.64
	County TOTALS	**838,874.64**	**17,175.87**	**856,050.51**
State Revenue				
Gross Production		188,586.34	28,053.90	216,640.24
Auto Tags		1,538,049.30	143,406.81	1,681,456.11
School Land		457,824.09	68,557.63	526,381.72
Tax Stamps & Other Misc		5,139.11	135.07	5,274.18
Farm Implement Tax Stamp		0.00	0.00	0.00
State Aid (Fdn. & Incentive)		10,772,457.88	1,051,208.47	11,823,666.35
Flexible Benefit		2,320,690.43	227,062.40	2,547,752.83
Alternative Ed/High Challenge		62,353.20	0.00	62,353.20
Staff Development		0.00	0.00	0.00
National Board Cert Stipends		39,050.00	0.00	39,050.00
Reading Sufficiency		59,501.84	0.00	59,501.84
State Textbook Allocation		307,001.89	0.00	307,001.89
Redbud		70,631.16	50,814.36	121,445.52
Driver's Education		1,320.00	0.00	1,320.00
Okla Parents as Teachers		0.00	0.00	0.00
State Land Reimbursement		0.88	0.00	0.88
State Misc/ACE Technology		21,124.93	0.00	21,124.93
State Misc/ACE Remediation		0.00	0.00	0.00
State Misc/Gear Up (022)		0.00	0.00	0.00
Robotics Grant (3690)		0.00	0.00	0.00
Vocational Salaries		30,840.00	0.00	30,840.00
Voc. Incentive Assistance		72,905.00	0.00	72,905.00
Okla Education Lottery Fund		0.00	0.00	0.00

State TOTALS	**15,947,476.05**	**1,569,238.64**	**17,516,714.69**
Federal Revenue	Y-T-D	CUR	Y-T-D
FEMA	0.00	0.00	0.00
Title VII - Indian Ed (561)	143,135.01	31,549.44	174,684.45
JROTC	61,774.47	5,593.82	67,368.29
SIG Grants -Liberty	520.93	0.00	520.93
Title I (511)	599,129.21	51,612.58	650,741.79
Title II Part A (541)	166,846.32	10,778.62	177,624.94
IDEA-B Flow Thru (621)	735,254.53	65,129.83	800,384.36
IDEA-B Preschool 3-5 (641)	8,498.76	3,873.29	12,372.05
Other Federal Programs		2,620.04	
Title 10 (596)	35,501.34	2,896.45	38,397.79
JOM (563)	48,252.85	0.00	48,252.85
CARES/ESSER/ARP	2,485,118.65	104,557.70	2,589,676.35
Carl Perkins (421)	22,636.60	0.00	22,636.60
Federal TOTALS	**4,306,668.67**	**278,611.77**	**4,582,660.40**
TOTAL GEN FUND	**28,486,101.77**	**2,178,443.87**	**30,661,925.60**
BUILDING FUND			
Current Taxes	986,046.40	4,495.49	990,541.89
Prior Taxes	26,531.56	2,077.03	28,608.59
In Lieu of Taxes	11,515.55	0.00	11,515.55
Facility Rental	14,075.00	1,100.00	15,175.00
Insurance Recovery	14,976.34	0.00	14,976.34
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.13	0.13	0.26
FEMA	0.00	0.00	0.00
Donations and Contributions	0.00	0.00	0.00
Building Fund TOTALS	**1,053,144.98**	**7,672.65**	**1,060,817.63**
CHILD NUTR FUND			
Local (Meals, Interest, etc)	97,703.09	1,326.20	99,029.29
State Reimbursement	201,386.11	13,740.67	215,126.78
Federal Reimbursement	1,624,850.29	402,957.54	2,027,807.83
Child Nutrition Fund TOTALS	**1,923,939.49**	**418,024.41**	**2,341,963.90**
TOTAL GF/BF/CNF	**31,463,186.24**	**2,604,140.93**	**34,064,707.13**
BOND FUND			
Interest	0.00	0.00	0.00
Sale of New Bonds	0.00	0.00	0.00
Bond Fund TOTALS	**0.00**	**0.00**	**0.00**
SINKING FUND			
Current Taxes	5,327,737.90	24,289.73	5,352,027.63
Prior Taxes	154,514.19	12,282.48	166,796.67

In Lieu of Taxes	62,865.12	0.00	62,865.12
Interest/In Lieu Reimb	0.00	0.00	0.00
State Land Reimbursement	0.68	0.68	1.36
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	0.00	0.00	0.00
Sinking Fund TOTALS	**5,545,117.89**	**36,572.89**	**5,581,690.78**
INSURANCE REIMBURSEMENT FUND	**542,457.99**	**0.00**	**542,457.99**
GRAND TOTAL	37,550,762.12	2,640,713.82	40,188,855.90

UTILITIES COMPARISON 2019-20 TO 2021-22

	410 Water	623 Diesel	624 Electricity	625 Gasoline	627 Nat'l Gas	MO TOTAL	**YTD TOTAL**	MONTHLY INCR/DECR	YEAR INCR/DECR	%
Jul 19	13,466		39,988		1,268	54,722	54,722	-12,847	-12,847	-23.48%
Aug 19	13,155	2,489	45,733	3,535	2,309	67,221	121,943	-20,492	-33,339	-27.34%
Sep 19	14,550	7,658	60,281	2,961	2,180	87,630	209,573	3,036	-30,304	-14.46%
Oct 19	16,451	12,725	71,410	3,270	2,326	106,181	315,754	10,870	-19,434	-6.15%
Nov 19	15,551	15,630	63,334	3,025	2,770	100,310	416,064	4,756	-14,677	-3.53%
Dec 19	13,565	11,586	40,967	3,044	6,698	75,861	491,925	6,119	-8,558	-1.74%
Jan 20	11,527	8,678	31,172	2,177	11,529	65,083	557,008	-4,619	-13,176	-2.37%
Feb 20	12,686	12,922	32,651	2,267	11,073	71,599	628,607	-278	-13,454	-2.14%
Mar 20	14,190	11,861	32,612	2,996	9,726	71,385	699,992	-58	-13,512	-1.93%
Apr 20	12,437	7,470	30,640	3,068	6,577	60,192	760,184	-5,809	-19,321	-2.54%
May 20	10,737	761	27,032	1,185	3,845	43,560	803,745	-24,256	-43,577	-5.42%
Jun 20	10,610	1,058	25,283	1,249	2,592	40,791	844,536	-17,163	-60,739	-7.19%
Jul 20	7,504		0		2,429	9,933	9,933	-44,789	-44,789	-450.92%
Aug 20	12,954	1,762	45,182	746	2,225	62,870	72,802	-4,351	-49,141	-67.50%
Sep 20	13,694	3,558	58,396	1,142	2,769	79,559	152,361	-8,071	-57,212	-37.55%
Oct 20	16,814	7,674	57,472	2,760	3,155	87,875	240,236	-18,306	-75,518	-31.43%
Nov 20	18,346	7,728	50,184	1,452	4,687	82,397	322,633	-17,913	-93,431	-28.96%
Dec 20	17,205	5,926	34,191	1,271	7,136	65,729	388,363	-10,131	-103,562	-26.67%
Jan 21	14,490	3,226	29,178	892	12,302	60,088	448,450	-4,996	-108,558	-24.21%
Feb 21	16,374	8,994	29,777	1,937	15,536	72,617	521,068	1,018	-107,539	-20.64%
Mar 21	15,956	6,443	29,168	1,247	33,530	86,345	607,413	14,960	-92,579	-15.24%
Apr 21	13,183	12,146	29,306	2,385	10,674	67,694	675,107	7,502	-85,078	-12.60%
May 21	13,819	15,220	27,752	4,436	8,679	69,906	745,013	26,346	-58,731	-7.88%
Jun 21	19,708	12,494	30,586	2,609	3,519	68,916	813,929	28,125	-30,606	-3.76%
Jul 21	6,122		31,962	0	1,042	39,126	39,126	29,193	29,193	74.61%
Aug 21	13,241	634	52,342	3,172	2,223	71,612	110,738	8,743	37,936	34.26%
Sep 21	17,934	5,877	59,873	2,931	3,471	90,085	200,823	10,526	48,462	24.13%
Oct 21	17,120	14,216	70,644	3,824	3,934	109,738	310,561	21,863	70,325	22.64%
Nov 21	18,411	14,199	66,410	4,413	4,958	108,392	418,953	25,995	96,320	22.99%
Dec 21	7,965	11,911	40,804	3,383	2,056	66,119	485,072	389	96,709	19.94%
Jan 22	25,545	10,401	33,918	2,202	17,473	89,539	574,611	29,451	126,161	21.96%
Feb 22	13,927	11,397	33,576	2,798	27,764	89,462	664,073	16,845	143,005	21.53%
Mar 22	16,023	9,123	35,250	3,656	14,870	78,922	742,994	-7,424	135,581	18.25%
Apr 22	16,418	14,597	33,771	9,593	27,204	101,582	844,577	33,888	169,470	20.07%
May 22	17,513	21,702	37,776	8,541	10,822	96,355	940,931	26,448	195,918	20.82%
June 22	22,543	16,329	40,916	5,941	4,027	89,756	1,030,687	20,840	216,758	21.03%

General Fund

WORKING BUDGET

	Budgeted 2021-22 5732		Actual	Variance
WADM				
State Allocation (projected)	11,367,222.70		11,823,666.35	456,443.65
Other State Revenue	5,241,398.30		5,693,048.34	451,650.04
Local and County Revenue	8,116,380.00		8,562,550.51	446,170.51
Federal Grant Revenue	5,776,895.00		4,587,900.11	(1,188,994.89)
CURRENT YEAR REVENUE (EON)	30,501,896.00		30,667,165.31	165,269.31
Prior Year Carryover	*2,624,298.00*		2,624,298.00	-
Total Revenue per EON	33,126,194.00		33,291,463.31	165,269.31
Projected Expenses				
Salaries	20,650,000.00		20,504,514.21	145,485.79
Benefits	6,200,000.00		5,842,448.20	357,551.80
Purchased Professional & Technical Services	550,000.00		488,497.92	61,502.08
Contracted Property Services	250,000.00		323,246.94	(73,246.94)
Other Contracted Services	550,000.00		590,944.63	(40,944.63)
Supplies & Materials	1,700,000.00		1,756,873.36	(56,873.36)
Property Expenses	150,000.00		41,313.31	108,686.69
Other Objects	450,000.00		373,443.22	76,556.78
	-		-	-
Total Expenses	**30,500,000.00**		**29,921,281.79**	578,718.21
Fund Balance	2,626,194.00	8.61%	3,370,181.52	
Lapsed Appropriations			66,685.87	
E-stopped Checks			1,800.01	
Unaudited Carryover			3,438,667.40	
			11.21%	

GENERAL FUND EXPENDITURE COMPARISON

ACCOUNTS PAYABLE

	AP 2020-21	AP 2021-22	Monthly Diff	YTD Sub Total	% Change
Jul	460,202	694,151	233,949	233,949	50.84%
Aug	155,127	79,167	-75,960	157,989	-48.97%
Sep	222,371	272,256	49,884	207,873	22.43%
Oct	248,396	208,046	-40,350	167,524	-16.24%
Nov	183,427	426,686	243,260	410,783	132.62%
Dec	184,321	93,945	-90,376	320,407	-49.03%
Jan	87,768	189,602	101,834	422,241	116.03%
Feb	142,143	191,467	49,324	471,565	34.70%
Mar	157,122	155,805	-1,317	470,247	-0.84%
Apr	133,901	280,959	147,058	617,305	109.83%
May	150,189	201,944	51,755	669,061	34.46%
Jun	186,107	319,266	133,159	802,220	71.55%
TOTAL	2,311,075	3,113,294	802,220		
		350,000			

CERTIFIED PAYROLL

	Cert 20-21	Cert 21-22	Monthly Diff	YTD Sub Total	% Change
Jul	239,144	214,566	-24,578	-24,578	-10.28%
Aug	964,852	1,452,958	488,105	463,528	48.04%
Sep	1,584,834	1,567,036	-17,797	445,730	-1.12%
Oct	1,581,963	1,567,024	-14,939	430,791	-0.94%
Nov	1,574,157	1,576,235	2,078	432,869	0.13%
Dec	1,556,857	1,573,107	16,250	449,120	1.04%
Jan	1,542,376	1,568,774	26,398	475,518	1.71%
Feb	1,611,674	1,604,942	-6,732	468,785	-0.42%
Mar	1,555,055	1,569,130	14,075	482,860	0.91%
Apr	1,565,920	1,577,023	11,102	493,963	0.71%
May	1,606,172	1,592,501	-13,671	480,292	-0.85%
Jun5-Aug5	3,648,685	3,663,577	14,892	495,184	0.41%
TOTAL	19,031,690	19,526,874			
		5,371,318			
		24,898,192			

SUPPORT PAYROLL

	Supp 20-21	Supp 21-22	Monthly Diff	YTD Sub Total	% Change
Jul	129,025	132,644	3,619		
Aug	379,901	733,069	353,168	356,787	93.92%
Sep	503,764	646,172	142,408	499,194	28.27%
Oct	506,419	540,292	33,873	533,067	6.69%
Nov	507,806	554,705	46,899	579,966	9.24%
Dec	496,943	546,790	49,847	629,813	10.03%
Jan	497,792	537,560	39,768	669,581	7.99%
Feb	499,848	538,439	38,591	708,172	7.72%
Mar	495,079	553,336	58,257	766,429	11.77%
Apr	496,138	531,031	34,893	801,322	7.03%
May	511,355	527,860	16,505	817,827	3.23%
Jun5-Aug5	1,008,168	1,093,180	85,012	902,838	8.43%
TOTAL	6,032,239	6,935,077			
		1,587,669	36,884,232		

ACCOUNTS PAYABLE AND PAYROLL SUMMARY

AP&PR 21-22		YTD TOTAL
Jul	1,041,361	1,041,361
Aug	2,266,455	3,307,816
Sep	2,485,464	5,793,280
Oct	2,315,362	8,108,641
Nov	2,557,627	10,666,268
Dec	2,213,842	12,880,110
Jan	2,295,936	15,176,046
Feb	2,334,848	17,510,894
Mar	2,278,271	19,789,166
Apr	2,389,012	22,178,178
May	2,322,305	24,500,483
Jun	5,076,023	29,576,506
TOTAL	29,576,506.29	

AP&PR 20-21		YTD TOTAL	Mo Diff	Mo % Change	Total % Change
Jul	699,346	699,346	342,015	48.90%	48.90%
Aug	1,499,880	2,199,227	766,574	1,108,589	51.11%	50.41%
Sep	2,310,969	4,510,196	174,495	1,283,084	7.55%	28.45%
Oct	2,336,778	6,846,974	-21,416	1,261,667	-0.92%	18.43%
Nov	2,265,390	9,112,364	292,236	1,553,904	12.90%	17.05%
Dec	2,238,121	11,350,485	-24,279	1,529,625	-1.08%	13.48%
Jan	2,127,936	13,478,421	168,000	1,697,625	7.89%	12.60%
Feb	2,253,665	15,732,087	81,183	1,778,808	3.60%	11.31%
Mar	2,207,257	17,939,343	71,015	1,849,822	3.22%	10.31%
Apr	2,195,959	20,135,303	193,053	2,042,875	8.79%	10.15%
May	2,267,716	22,403,018	54,589	2,097,465	2.41%	9.36%
Jun	4,842,960	27,245,979	233,063	2,330,528	4.81%	8.55%
TOTAL	27,245,978.51		2,330,528			

YTD TOTALS

AP YTD%	CP YTD%	SP YTD%	
50.84%	-10.28%	0.00%	Jul
25.68%	38.50%	70.11%	Aug
24.81%	15.98%	49.29%	Sep
15.42%	9.86%	35.09%	Oct
32.36%	7.28%	28.61%	Nov
22.04%	5.99%	24.95%	Dec
27.39%	5.26%	22.16%	Jan
28.01%	4.40%	20.11%	Feb
25.54%	3.95%	19.08%	Mar
31.26%	3.59%	17.76%	Apr
31.49%	3.12%	16.28%	May
34.71%	2.60%	14.97%	(Jun)

EXPENDITURE PERCENTAGES

	21-22	20-21	19-20	18-19	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08
AP	10.53%	8.78%	9.81%	9.13%	9.18%	12.85%	13.66%	12.31%	11.42%	12.13%	13.59%	14.13%	13.89%	16.06%	16.74%
CERT	66.02%	67.79%	67.46%	68.01%	69.37%	66.32%	65.73%	69.14%	68.24%	68.44%	68.45%	67.09%	67.34%	64.94%	64.13%
SUPP	23.45%	23.45%	22.73%	22.86%	21.45%	20.82%	20.60%	18.55%	20.34%	19.42%	17.97%	18.78%	18.77%	19.00%	19.13%
ALL PR	89.47%	91.24%	90.19%	90.87%	90.82%	87.15%	86.34%	87.69%	88.58%	87.87%	86.41%	85.87%	86.11%	83.94%	83.26%
TOTAL	100.00%	100.01%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

AMERICAN HERITAGE BANK
Member FDIC

American Heritage Bank
P O Box 1408
Sapulpa OK 74067-1408

May 17, 2022

SAPULPA PUBLIC SCHOOLS
ATTN: SUPERINTENDENT OF SCHOOLS
511 E LEE AVE
SAPULPA OK 74066-4308

Subject: Agenda item for renewal of lease-purchase

Oklahoma law now requires that a school district take affirmative action each year for a lease purchase to be renewed.

At the first meeting in July, the Board should consider and take action on a motion approving the renewal of the following lease purchase(s) with American Heritage Bank, or assigned to American Heritage Bank, for the fiscal year ending in June 30, 2023.

RE: #2021055957 296,496.31

Sincerely,

Nancy Blevins
Loan Operations & Servicing Officer

Calling Stadium video board

918.224.3210
P.O. Box 1408
Sapulpa, OK 74067
ahb.bank

AMERICAN HERITAGE BANK
Member FDIC

American Heritage Bank
P O Box 1408
Sapulpa OK 74067-1408

May 17, 2022

SAPULPA PUBLIC SCHOOLS
ATTN: SUPERINTENDENT OF SCHOOLS
511 E LEE AVE
SAPULPA OK 74066-4308

Subject: Agenda item for renewal of lease-purchase

Oklahoma law now requires that a school district take affirmative action each year for a lease purchase to be renewed.

At the first meeting in July, the Board should consider and take action on a motion approving the renewal of the following lease purchase(s) with American Heritage Bank, or assigned to American Heritage Bank, for the fiscal year ending in June 30, 2023.

RE: #2021055965 251,272.41

Sincerely,

Nancy Blevins

Nancy Blevins
Loan Operations & Servicing Officer

Chieftain center videoboard

918.224.3210

P.O. Box 1408
Sapulpa, OK 74067

ahb.bank

SAPULPA PUBLIC SCHOOLS
CHILD NUTRITION

Hayley Holmes, Director • hholmes@sapulpaps.org

To: Sapulpa Board of Education

From: Hayley Holmes

Date: Jun 3, 2022

Re: Bread Bid for 2022-23

Bids to provide bread and bakery products to Sapulpa Public Schools were opened on June 1, 2022. Flowers Baking Company is the only respondent to the bid invitation.

Description	Slices or buns per package	Net Weight per package	Price per package
Sandwich Bread, sliced, Whole Grain. State Package Size and slice count, not counting bread heels. Each slice must meet 1 Grain/Bread Equiv	White WGR / 1GB Equiv. 22 slices Wheat GR/ 1GB Equiv 22 slices	26.5oz 26.5oz	$1.80 loaf .08 slice $1.90 loaf .09 slice
Hamburger Buns, sliced, Whole Wheat, Must meet standards for Whole Grain Credit. Each Bun must meet 1.5 grain/bread equivalents or higher. State package size and equivalent	WGR Hamburger Bun 2 GB Equiv 30 Count	66oz	$5.52 pack .18 bun
Dinner Roll, whole wheat, Must meet standards for Whole Grain Credit. Each roll must meet 1.5 or higher grain/bread Equivalents. State package size and equivalent	N/A	N/A	N/A
Hot Dog Buns, sliced Whole Wheat, Must meet standards for Whole Grain Credit. Each Bun must meet 1.5 Grain/Bread Equivalents or higher. State package size	WGR Hot Dog Bun 2 GB Equiv 16 count	35.2oz	$2.80 pack .175 bun
Deli Roll, sliced Whole Wheat, Must meet standards for Whole Grain Credit. Each Bun must meet 2 Grain/Bread Equivalents. State package size and equivalent.	WGR Deli Roll 2 GB Equiv 24 count	50.4oz	$5.50 pack .23 each

Flowers Baking Company submitted a bid that meets all of the requirements of the bid invitation. Bimbo Bread responded that they would not be participating and Harris Baking did not respond to the invitation. Flowers Baking Company has provided bread service to our district in years past and offers excellent, whole grain rich products.

I recommend that Flowers Baking Company be awarded the Bread bid for school year 2022-23 with the option to renew for two 1 year terms.

SAPULPA PUBLIC SCHOOLS
CHILD NUTRITION

Hayley Holmes, Director • hholmes@sapulpaps.org

To: Sapulpa Board of Education

From: Hayley Holmes

Date: June 3, 2022

Re: Milk Products and Juice Bid

Bids to provide milk and juice products to Sapulpa Public Schools were opened on June 2, 2022.

Description	Purchase Unit	Alternate Bid Unit Price	Firm Bid Unit Price
Milk White - 1% - 8oz	Case 50/8oz	.3559	
Milk White - FF - 8oz	Case 50/8oz	.3559	
Milk Chocolate - 1% - 8oz	Case 50/8oz	.3619	
Milk Chocolate - FF - 8oz	Case 50/8oz	NA	
Milk Strawberry - 1% - 8oz	Case 50/8oz	.3619	
Milk Strawberry - FF - 8oz	Case 50/8oz	NA	
Milk White - 1% - 1 Gallon	Case 4/ 1 gal	4.6856	
Juice, Apple, full strength, unsweetened, pasteurized, grade A, 4 oz container	Case 75/4oz	.22	
Juice, Orange, full strength, unsweetened, grade A, 4 oz container	Case 75/4oz	.22	

Hiland Dairy is the only company to respond to the milk bid invitation. Hiland Dairy has been our vendor for milk products and juice for the past three years and has provided excellent service. Invoices are correct and any issues are handled promptly.

I recommend that Hiland Dairy be awarded the Milk and Juice bid for school year 2022-2023 with the option to renew for (2) 1 year terms.

SAPULPA PUBLIC SCHOOLS
CHILD NUTRITION

Hayley Holmes, Director • hholmes@sapulpaps.org

To: Sapulpa Board of Education

From: Hayley Holmes

Date: June 3, 2022

Re: Produce Bid SY 2022-23

Bids for Fresh Produce were opened on May 31, 2022 for school year 2022-23 with the option to renew for two, one year terms.

Go Fresh was the only vendor to return a completed bid invitation. The terms of the produce bid require vendors to provide a cost, plus firm "fixed fee" mark-up. Go Fresh provided a fixed fee per case of $1.95, down $.05 from school year 2021-22.

I recommend that Go Fresh be awarded the Fresh Produce bid for school year 2022-23.

SAPULPA PUBLIC SCHOOLS
CHILD NUTRITION

Hayley Holmes, Director • hholmes@sapulpaps.org

To: Sapulpa Board of Education

From: Hayley Holmes

Date: June 3, 2022

Re: SY 2022-23 Prime Vendor Reccommendation

Sapulpa Public Schools, Child Nutrition Services requests approval to join the Campus Smart School Nutrition Co-op and piggyback on the Edmond Public Schools Prime Vendor bid, awarded to US Foods. The term of this agreement will be from July 1, 2022 through June 30, 2023, with the option to renew yearly. In an effort to better navigate manufacturing and supply chain issues, piggybacking on the Edmond Public Schools Prime Vendor Bid will provide a number of benefits to the SPS Child Nutrition Program.

- Cost Savings – Premier contract pricing on K12 products, quarterly incentives and manufacturer rebates.
- Buying Power – 42 Oklahoma school districts currently participate.
- Product Availability – US Foods stocks an extensive line of K12 products.
- Processed Commodities – Edmond commodity bid pricing and warehouse stocked products.

As required by USDA procurement procedures, US Foods follows the cost plus fixed-fee program based on the average drop size. Once established, Sapulpa Public Schools firm fee per case will be $1.55.

For reference, I have attached the Edmond Public Schools prime vendor renewal aggreement for SY22-23, the 2021 original RFP and Campus Smart member list.

Campus Smart Member List

	District	Contact	Position	Email	Phone #
	Eufaula	Sandy Speir	Elem Cafeteria Manager	sscott@eufaula.k12.ok.us	(918) 490-2383
18	Freedom	Roger Riggs	Cafeteria Cook	roger.riggs@freedom.k12.ok.us	(580)621-3271
19	Glencoe	Cheryl Jeffery	Child Nutrition Director	cjeffrey@glencoe.k12.ok.us	(405) 338-5227
20	Glenpool	Maressia Range	Child Nutrition Director	mmrange@glenpoolps.org	(918) 322-9500
	Glenpool	Virginia Mohn	Cafeteria Manager	vlmohn@glenpoolps.org	(918) 284-8427
21	Hartshorne	Jennifer Moseley	Cafeteria Manager	jemoseley@hartshorne.k12.ok.us	(918) 424-9759
	Hartshorne	JoAnne Shaw	Child Nutrition Director	jshaw@hartshorne.k12.ok.us	(918) 789-2528
22	Hominy	Tammy Coon	Cafeteria Manager	tcoon@hominy.k12.ok.us	(918)671-0944
23	Hugo	Vernon Starlin	Child Nutrition Director	vstarlin@hugoschools.com	(580) 372-1115
24	Hulbert	Mary Longmire	Food service Director	mlongmire@hulbertriders.net	(918) 295-4750
25	Lexington	Kristie Johnson	Food service Director	kjohnson@lexington.k12.ok.us	(405)527-7236
26	Macomb	Tammy Perez	Child Nutrition Director	tperez@macomb.k12.ok.us	(405)287-8590
27	McAlester	Donna Green	Child Nutrition Director	DGreen@mcalester.k12.ok.us	(918) 423-7816
28	Middleberg	Tara Hensley	Child Nutrition Director	thensley@middleberg.k12.ok.us	(405) 485-3612
29	Moore	Pam Hart	Child Nutrition Director	pamhart@mooreschools.com	(405)735-4032
30	Morrison	Jenny Haken	Child Nutrition Director	jennyhaken@morrisonps.com	(405)880-2526
31	Mustang	Kay Rainwater	Purchasing Manager	rainwatern@mustangps.org	
	Mustang	Tammy Bales	Child Nutrition Director	balest@mustangps.org	(405)376-7317
32	Newcastle	Paulla Bowden	Child Nutrition Director	pbowden@newcastle.k12.ok.us	(405) 387-6263
33	North Rock Creek	Bob Williams	Food service Director	bwilliams@nrcps.org	(405) 275-3473
34	Oologah	Tami Jennings	Child Nutrition Director	tami.jennings@oologah.k12.ok.us	918-373-3377
35	Ponca City	Jeff Denton	Child Nutrition Director	DentoJ@pcps.us	(580) 718-3990
	Ponca City	Linda Turner	Purchasing Manager	turnel@pcps.us	(580)716-3102
36	Sequoyah	Corinne Bridgeman	Assistant Director	corinne.bridgeman@sequoyaheagles.net	
	Sequoyah	Sharon Groves	Child Nutrition Director	sharon.groves@sequoyaheagles.net	(918) 341-0782

Campus Smart Member List

	District	Contact	Position	Email	Phone #
37	Springer	Daphne Custard	Cafeteria Manager	dcustard@springer.k12.ok.us	(580) 653-2656
38	Stillwater	Brenda Elliott	Assistant Director	belliott@stillwaterschools.com	(405) 533-6445
	Stillwater	Krista Neal	Child Nutrition Director	kneal@stillwaterschools.com	(405) 533-6445
39	Tuttle	Jeff Dewitt	CFO	jdewitt@tuttleschools.info	(405)381-2605
	Tuttle	Kevin Rogers	Child Nutrition Director	krogers@tuttleschools.info	
	Tuttle	Cindy Stone	Cafeteria Manager	cstone@tuttleschools.info	
40	Wellston	Betty Waterson	Child Nutrition Director	bwaterson@wellstonschools.org	(405)831-4276
41	Lomega	Dorothy Glazier	Cafeteria Manager Elem	dfglazier@pldi.net	
	Lomega	Julie Barton	Cafeteria Manager HS	julie@lomega.k12.ok.us	(405)538-9060
42	Woodlands	Jennifer Brien	Child Nutrition Director	jbrien@woodland.k12.ok.us	(918) 314-1933

EDMOND PUBLIC SCHOOLS

Empowering all students to succeed in a changing society

Dan Lindsey
Director
Child Nutrition

April 11, 2022

TO: Dr. Angela Grunewald

FROM: Dan Lindsey

RE: Recommendation to Renew CN Prime Vendor SY2022-23

In order to provide the most competitive pricing available in the current market, US Foods periodically reviews the fee structure based on actual CPI/inflation. Otherwise, the vendor would need to "overcharge" the initial-term fees to protect against inflation in future years.

US Foods has proposed, based on average delivery size, 5- to 7-cent fee increases for SY2022-23. Because USDA does not permit percentage-based fee structures, which would inherently account for inflation, increases to the fixed fee schedule are based on the Consumer Price Index (CPI).

CPI for Food at the end of 2021 was 6.3%. The proposed increases are significantly lower than CPI, ranging from 3.3% to 4.4%.

I recommend accepting the proposed fee increases and renewing the CN Prime Vendor contract (RFP# 21-30) with US Foods for the 2022-23 school year.

Please contact me if you have any questions.

Dan Lindsey

125 N. State Street, Edmond, Oklahoma 73003
Office Phone: 405-340-2889 FAX: 405-330-7303
Dan.Lindsey@edmondschools.net

US FOODS, Inc.
10211 N. I-35 SERVICE RD.
OKLAHOMA CITY, OK 73131
(405) 475-4660

EXTENSION AGREEMENT

THIS EXTENSION AGREEMENT is made and entered into by and between the Edmond Public School District, party of the first part, hereinafter termed "EPS", and US FOODS, Inc., party of the second part, hereinafter termed "Vendor."

WITNESSETH:

WHEREAS, the above named parties have previously executed and entered into a Contract for (RFP# 21-30) CN Prime Vendor with Piggyback Provision, dated: March 23, 2021, with an original term of July 1, 2021 through June 30, 2022; and

WHEREAS, said Contract for CN Prime Vendor with Piggyback Provision provides for annual extensions, and both parties have agreed to an extension; and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The term of this extension agreement shall be for the period July 1, 2022, through June 30, 2023.

2. In consideration for goods and services performed under this Contract for CN Prime Vendor with Piggyback Provision, EPS agrees to pay Vendor the following amount:

   Actual cost (actual cost to the Vendor) of product plus a fixed fee for service per each case as per approved Fixed Fee per Case Schedule as stated in the contract.

3. The terms of the Contract for CN Prime Vendor with Piggyback Provision will remain in full force and effect except as modified above.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in duplicate originals, the day and year first above written.

Party of the First Part

Edmond Public School District
1001 W. Danforth
Edmond, OK 73003

By: _____
Angela Grunewald, Supt

Date: 05-03-2022

Party of the Second Part

US Foods, Inc.
10211 N. I-35 Service Rd.
Oklahoma City, OK 73131

By: _____

Date: _____

FIRST AMENDMENT TO PRIME VENDOR AGREEMENT

The First Amendment to Prime Vendor Agreement ("the First Amendment") is made and entered into as of July 01, 2022, between Edmond Public Schools (EPS) and US Foods, Inc. (US Foods) with reference to the following:

RECITALS

A. EPS and US Foods entered into a Prime Vendor Agreement (RFP# 21-30) dated July 01, 2021 (the "Agreement").

B. By means of this instrument, EPS and US Foods desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, EPS and US Foods have agreed, and hereby agree, as follows:

1. Revised Fixed Fee per Case Schedule: See attached Fixed Fee per Case Schedule for SY2022-23, effective July 1, 2022.

2. Adoption of Agreement: The terms and conditions of the Agreement shall remain unchanged, and the Agreement shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, Customer and US Foods have executed the First Amendment as of the date set forth above.

CUSTOMER: Edmond Public Schools

By: _____ Date: 05-03-2022

Name: Angela Grunewald

Title: Superintendent

US FOODS: US Foods, Inc.

By: _____ Date: _____

Name:

Title:

Fixed Fee per Case Schedule - SY2022-23

Average Drop Size	Fixed Fee per Case SY2021-22	Fixed Fee per Case SY2022-23 (5-7 cent increase, effective 07/01/2022)
$350 to $2,499	$2.02	$2.09
$2,500 to $2,999	$1.84	$1.91
$3,000 to $3,999	$1.76	$1.83
$4,000 to $5,499	$1.69	$1.76
$5,500 to $6,999	$1.66	$1.72
$7,000 to $10,999	$1.54	$1.59
$11,000 to $15,999	$1.50	$1.55
$16,000 and up	$1.40	$1.45

SY 21-22 CAMPUS SMART MEMBERSHIP DIRECTORY

	District	Contact	Position	Email	Phone #
1	Asher	Rhonda Stephens	Cafeteria Manager	rstevens@asher.k12.ok.us	(940) 284-6588
2	Avant	Jennifer Kieffer	Child Nutrition Director	jkieffer@avant.k12.ok.us	(918) 263-2135
3	Bixby	Helen Hurst	Child Nutrition Director	hhurst@bixbyps.org	(918) 366-2214
4	Blanchard	Jamie Romine	Child Nutrition Director	jromine@blanchard.k12.ok.us	(405)485-3391
5	BridgeCreek	Krystal Fergerson	Child Nutrition Director	kbell@bridgecreek.k12.ok.us	(405)370-5898
6	Burlington	Rhonda Pinkston	Cafeteria Manager	rpinkston@burlingtonschool.com	(580)431-2222
7	Chelsea	April Lopez	Child Nutrition Director	alopez@chelseadragons.net	(918) 407-2255
8	Choctaw-NP	Gail Belflower	Child Nutrition Director	gbelflower@cnpschools.org	(405)245-5700
	Choctaw-NP	Lisa Downey	Purchasing Manager	ldowney@cnpschools.org	(405)390-5555
9	Collinsville	Michell Janah	Child Nutrition Director	mjanah@collinsville.k12.ok.us	(918)371-4048
	Crooked Oak	Hilda Simental	Purchasing Coordinator	hsimental@crookedoak.org	(405)677-3452
10	Crooked Oak	Tammy Bender	Child Nutrition Director	TBender@crookedoak.org	(405) 677-3452
11	Dickson	Hope Hawkins	Child Nutrition Director	hhawkins@dickson.k12.ok.us	(580)678-6968
	Dickson	Kim Burton	Kitchen Manager	kburton@dickson.k12.ok.us	(580)630-6642
12	Duncan	Becky Barnes	Child Nutrition Director	becky.barnes@duncanps.org	(580) 252-2492
13	Edmond	Dan Lindsey	Child Nutrition Director	Dan.Lindsey@edmondschools.net	(405) 340-2889
	Edmond	Kayla Hover	Dietitian	kayla.hover@edmondschools.net	(405)340-2878
	Edmond	Kayla Steverson	Child Nutrition Supervisor	kayla.steverson@edmondschools.net	(405)340-2247
	Edmond	Krista Foley	Purchasing Coordinator	krista.foley@edmondschools.net	(405) 340-2846
14	El Reno	Jeff Edwards	Child Nutrition Director	jedwards@elrenops.org	(405) 262-4287
15	Elk City	Jacy Dyson	Child Nutrition Director	Dyson.Jacy@Elkcityschools.com	(580)225-0175
16	Empire	Susan Kunselman	Child Nutrition Director	skunselman@empireschools.org	(580)255-7515
17	Eufaula	Laraine Gideon	HS Cafeteria Manager	lgideon@eufaula.k12.ok.us	(918) 617-2621
17	Eufaula	Laura Charles	Child Nutrition Director	llcharles@eufaula.k12.ok.us	(918) 490-2383

PREMIER | US FOODS

VALUE-INNOVATION-EXECUTION

March 24, 2021

Edmond Public Schools
Prime Vendor RFP 21-30
Attn: Dan Lindsey, Director of Child Nutrition
1001 W. Danforth, Edmond, OK 73003

Thank you for the opportunity to respond to the **Edmond Public Schools'** Prime Vendor Request for Proposal. We look forward to building a strong partnership with **Edmond Public Schools and ALL Campus Smart Participating Districts** using the Premier K12 Food Products and Distribution Program for Child Nutrition. The Premier Foodservice Program with US Foods is the most competitive program in the industry.

Premier's program is a "first choice" GPO for foodservice operators. The program includes a comprehensive portfolio of discounted contracted manufacturer agreements, price transparency, industry-leading technology, and cost saving solutions. To date, the Premier group purchasing program generates an excess of $6 billion in aggregated purchasing power with more than 24,000 members from multiple classes of trade. Premier's focus, scale and reach are the key things that set us apart from other GPO's and the "first choice" for operators seeking high-value contract opportunities and choice for a comprehensive portfolio of products and services.

Principle advantages of partnering with Premier:

- We offer a Cost-Plus Fixed Fee-Per-Case Program, with eight fee per case tiers based on average drop size. A Fee-Per-Case will be established for each Campus Smart Participating District outlined in Attachment D-Fixed Fee/Case Schedule
    - **Option A:** Established a fee-per-case for ALL schools (identified by customer number). A school drop size performance will be identified quarterly. If a school actualizes a better fee-per-case for the previous quarter, a credit will be issued to the school by US Foods.
    - **Option B**: Assigns a fee-per-case (by customer number) according to the eight-tier schedule provided in Attachment D-Fixed Fee/Case Schedule. Assignment will be based on purchase history. The fee-per-case will be adjusted quarterly based on the actual performance of each school. Please refer to the fee-per-case (FPC) estimate included in Attachment B-Market Basket. A copy has been included with this summary for your reference.
- Premier utilizes multiple pricing strategies (fixed, market) to provide both immediate and long-term price protection and predictability. We do not guarantee fixed pricing or cost. Pricing is based on the volatility and composition of each product category positively influencing product cost.
- ✓ Edmund Public Schools and ALL Campus Smart Participating Districts can earn incentives through the Premier K12 Food Products and Distribution Program for Child Nutrition, including the Participation Member Incentive, the Direct Parent Incentive, and Contracted Manufacturer Agreement Rebates. An estimate of all qualifiable incentives for each participating district listed in the RFP has been provided. Please refer to the Financial Impact Statement included in Attachment B-Market Basket.

PREMIER | US FOODS

VALUE-INNOVATION-EXECUTION

- ✓ Premier would like to offer Edmond Public School (EPS) and ALL Campus Smart Participating Districts (CSPD) a 30% administrative fee rebate of revenues received if EPS/CSPD selects US Foods/Premier as their partner. This rebate would be paid quarterly and directly from Premier. This rebate is in addition to the other incentives that are provided for utilizing the foodservice program. An estimate of the Admin Fee Rebate Program for each participating district listed in the RFP has been provided. Please refer to the Financial Impact Statement included in Attachment B-Market Basket.
- ✓ Premier holds accountable to strict service levels of 99% or higher and requires that any product with a 3-case average weekly movement is stocked.
- ✓ As your GPO, Premier will negotiate contracts on behalf of the Premier membership including Edmund Public Schools and All Campus Smart participating districts, facilitate contract awards, be a committed partner and advocate, and provide price protection, predictability, and auditing.
- ✓ Lower prices that provide immediate savings on your foodservice expenditures through deviated pricing from Premier's contracted manufacturer agreements (CMAs).
- ✓ Access to a comprehensive portfolio exceeding 400 competitively bid national, regional, and local foodservice contracts consisting of 100+ product categories.
- ✓ US Foods is pleased to offer at no charge Master List Management. Master List Management (MLM) is a powerful, easy-to-use tool that puts Premier Members with group responsibilities in control of the products their locations order. This tool enables us to standardize multiple locations across the country, which will save you money and maximize efficiencies within your operations.
- ✓ Access to Premier's regional membership meetings (semi-annually) providing an opportunity to network, learn about new contracts and products, best practices, and trends.
- ✓ Local representatives and market management dedicated to day-to-day stocking and delivery of food products, product quality and compliance, service, invoicing at contracted pricing and pricing audits.
- ✓ Best-in-class technology and online ordering combined with resources to help you take advantage of ongoing cost-reduction opportunities

Thank you for your time and consideration. We respectively submit our proposal for consideration as Prime Vendor for the Edmond Public School and ALL Campus Smart Participating Districts.

Sincerely,

Benjamin Pfaff, VP Operations -US Foods



TERMS AND CONDITIONS

1. Sealed proposals are due at the Purchasing Office at Edmond Public Schools (EPS) Administration Center, 1001 W. Danforth, Edmond, Oklahoma. Proposals received after the closing time stated in the RFP will not be considered.
2. Proposals must be sealed and clearly marked with the name of the offeror, RFP number, and closing date of RFP.
3. Proposals must contain two separate, clearly marked, sealed envelopes; one containing the TECHNICAL proposal and the other containing the PRICING proposal. Offers must be submitted on the prepared, enclosed forms. All information must be legible.
4. The award will be made, on the basis of price and other factors, to the responsive and responsible firm whose response is most advantageous to EPS and Campus Smart Schools, after price and other factors have been considered.
5. Proposals received must include completed affidavit on front of this form. Alternate forms may be considered but must reference this RFP; all terms and conditions will still apply. Penciled offers will not be accepted. All corrections must be initialed.
6. Items shall be proposed F.O.B. to EPS and include packaging, handling, shipping, and delivery charges fully prepaid by the vendor.
7. All proposals must be submitted exclusive of Federal Excise Tax and Oklahoma State Sales Tax. If documentation of tax exemption is required, please make such notation on your proposal and such documentation will be furnished to the vendor with the purchase order.
8. The vendor shall deliver merchandise as proposed. No deviations shall be made without prior approval of the Purchasing Office.
9. No interpretation will be addressed by the Purchasing Office unless it is received at least seven (7) days prior to the scheduled closing time. Any and all such interpretations and supplemental instructions will be in the form of written addenda and will be sent to all prospective offerors if the competitive nature of the RFP is affected. An extension of the closing date may be made by EPS if the situation warrants.
10. Proposals should reference the brand name/item number listed or its equivalency. If proposals are based on equivalent ("alternate") products, indicate on the response form the manufacturer's name and item number. Vendor must submit spec sheets for any proposed "alternates" or where the brand is not specified. Proof of equivalency is the responsibility of the proposer, but final determination of acceptable equivalency belongs to EPS. Proposals that do not comply with these requirements are subject to rejection.
11. All proposals submitted are subject to the purchasing policies and procedures established by the EPS Board of Education, these Terms and Conditions, and specifications listed herein – all of which are made a part of this RFP by reference. This RFP, any subsequent purchase order or contract, and all related payments will be governed by the laws of the State of Oklahoma.
12. This proposal is submitted as a legal offer, and any proposal awarded by EPS Board of Education constitutes a firm contract.
13. This form must be completed with the corporate name of the responder and must be fully and properly executed by an authorized person and notarized with full knowledge and acceptance of all its provisions. Any contract award and subsequent payment will be made on the basis of responder's name as shown on the response. Oklahoma laws require each vendor submitting a response to the State of Oklahoma for goods or services to furnish a notarized sworn statement of non-collusion; therefore, this response is invalid if statement of non-collusion is not signed.
14. By submitting a response, vendor acknowledges and will honor the Terms and Conditions. Any attachments produced by the responder and submitted with this proposal will become part of this proposal. These Terms and Conditions will apply to all attachments and supersede any Terms and Conditions in any attachments.
15. PROPOSALS MAY BE REJECTED UNLESS THE ABOVE PROCEDURES ARE FOLLOWED. EPS RESERVES THE RIGHT TO REJECT ANY AND ALL OFFERS IF IT IS IN THE BEST INTEREST OF THE DISTRICT TO DO SO.
16. If this contract will involve any labor on the campus of EPS, the vendor must provide insurance coverage as prescribed by the laws of the State of Oklahoma. The vendor will hold the District harmless and will assume all responsibility for personal injury and property damage occurring with the project. The awarded vendor is to ensure a copy of an Insurance Certificate showing coverage by Worker's Compensation and/or other Liability Insurance is on file with the District, or that s(he) is exempt from carrying such insurance, BEFORE work begins. Failure to carry the Insurance by an exempt vendor will not necessarily void his/her proposal.
17. If your company participates in a national purchasing cooperative, please contact EPS Purchasing Office for information regarding the District's participation.
18. Acceptance of the District's purchasing card as a payment may be considered and evaluated in the contract award.
19. There shall be no storage charges for any items stocked by the Vendor. Substitutions made for "out of stock" items are acceptable only with District approval and priced at or below the proposed price of the original items.
20. The Vendor shall keep the District informed of any rebates that could be redeemed by the District and provide tracking information on usage so that the District may take full advantage of all available rebates and free goods offers.
21. As listed in "Attachment A – Participating Districts", delivery will be to each of the districts' facilities. Each participating district will be responsible for issuance and payment independently from the other. This offer does not reflect any joint ownership or legal partnership between the districts. Each district shall contract and place orders separately. Each district will be responsible for negotiating its own commodity-handling terms.
22. Deliveries:
    a. Deliveries are to be made weekly to the appropriate number of sites listed in "Attachment A – Participating Districts".
    b. Deliveries will be made during normal operating hours of 6:30am – 1:30pm. Each participating district will specify its delivery window.
    c. Acceptance of deliveries may be delayed if made between the serving hours of 11:00am – 1:00pm.
    d. All product and invoices will be inspected and signed by a Child Nutrition employee at the time of delivery denoting correctness of delivery, unless otherwise noted.
23. Returns and Credits:
    a. Child Nutrition reserves the right to refuse and return any product, at the time of delivery or at the next delivery date, that is determined to be unacceptable. Returned items and cause of refusal will be denoted on the signed invoice.
    b. Unacceptable product includes, but is not limited to: not meeting specification, out of date, damaged, or pilfered.
    c. Vendor will replace refused product within a time frame not disruptive of planned usage. Time frame will be mutually determined on case by case basis by Child Nutrition and the vendor.
24. All invoices received by the last working day of any given month, as determined by EPS Child Nutrition, will be paid by the 25th day of the following month. Each participating district will specify its credit terms.
25. Either party may terminate this contract by notifying the other party in writing within thirty (30) days prior to the intended date of termination. Failure to comply in full with the terms of this contract will be considered cause for immediate cancellation.

EQUAL OPPORTUNITY STATEMENT

Edmond Public Schools, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1972, Sections 503 and 504 of The Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, The Family and Medical Leave Act of 1993, The Civil Rights Act of 1991, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures; this includes but is not limited to admissions, employment, financial aid, and educational services.

Premier and US Foods have read and understand the Terms and Conditions outlined above. Please use this link to access spec sheets as stated in number 10 above:
https://www.dropbox.com/t/hDx3gv71zJv2R7oB

Scope of Work

The goal of this Request for Proposal (RFP) is to establish a contract with a Distributor for the purchase and delivery of food and non-food items by Edmond Public Schools and to include a piggyback provision for other Oklahoma School Food Authorities. Proposals shall include a plan to accept piggyback districts and include any limitations or minimum requirements that piggybacking districts would need to meet, such as distance from distribution center, district size, drop size, delivery frequency, etc.

Premier and US Foods have read and understand.

Other entities that are interested in participating under the awarded contract will be able to do so after becoming Premier members. Upon becoming a member of Premier, other public entities will have access to the Premier Program and all value offered and earned based on individual participation. Premier looks forward to providing excellent service, products, and prices to interested entities.

The contract shall include a complete and comprehensive program for orders, deliveries, fill-rate, pricing, invoicing, promotions and rebates, electronic data transmission, and evaluation programs. Participating Campus Smart Schools reserve the right to utilize a secondary vendor for food items if it is determined that it is in the best interest of each district to do so.

Premier and US Foods have read and understand.

Pricing proposals will be evaluated based on the lump sum of the Market Basket (see Attachment B).

Edmond Public Schools and Campus Smart members' expectations are that the Distributor shall maintain a high quality program for warehousing and distribution, to assure that first-in first-out principles are used, product shelf life is monitored, products are free of damage, correct products and quantities are selected and delivered at the correct price, product discrepancies and complaints are resolved and corrective action is initiated, customer satisfaction is monitored, supplier, USDA and FDA initiated food recalls are promptly reported, and salvaged products are not used. It is critical to Edmond Public Schools and Campus Smart that an alliance is established with a Distributor who has a record of conforming to contractual requirements and schedules, a record of reasonable and cooperative behavior, commitment to customer satisfaction and an overall business-like concern for the interests and success of the customer. Proposals may include references from current Oklahoma school customers to help evaluate overall qualifications and customer satisfaction.

Premier and US Foods have read and understand.

References

Moore Public Schools
615 South Tower Dr.
Moore, OK. 73160
Pam Hart, Food Service Director
Ph: 405-735-4030, ext 2

Wichita Schools
3850 N. Hydraulic St.
Wichita, KS 67219-3304
Janell Johnson, Lead Purchasing Agent
Ph: 316-973-4546

Union Public Schools
8506 E. 61st St.
Tulsa, OK. 74133
Bernice Tharp, Purchasing Manager,
Ph: 918-357- 6133

US Foods takes food safety and food defense very seriously. We practice safe food handling during all phases when product is in our control. Our Food Safety and Quality Assurance Department monitors the implementation of US Foods food safety policies and procedures that comply with the U.S. Food and Drug Administration's (FDA) requirements. Our distribution center warehouse employees and drivers receive in-depth food safety and food defense training when hired and then again annually.

All US Foods Distribution Centers are Global Food Safety Initiative (GFSI) certified using the International Featured Standards (IFS) Logistics Standard. US Foods contracts with NSF International

(NSF®), a well-respected global auditing firm, to perform inspections at each of our facilities. This past year our facilities averaged scores greater than 95%.

US Foods is in compliance with the FDA Food Safety and Modernization Act (FSMA) and has updated preventive controls and hazard analysis & critical control point (HACCP) programs in place. Each Distribution Center has Preventive Controls Qualified Individuals and HACCP trained employees on staff.

US Foods requires Exclusive Brand product (products bearing our label) manufacturers and all other manufacturers mandated by law to have a HACCP program and to submit an annual letter of compliance. Additionally, we require that all Exclusive Brand packers be GFSI certified.

US Foods facilities are registered with the FDA in compliance with the FDA's Public Health Security and Bioterrorism Preparedness and Response Act, and all registered facilities maintain the requisite records identifying the immediate previous source and immediate subsequent recipient for all food products. Security of our facilities, trucks, and personnel is strictly maintained and periodically re-evaluated. US Foods Distribution Centers have access control and other security programs in place. Incoming product is inspected for possible signs of tampering.

Protecting the health and safety of our customers and their customers is of the highest importance for all of us at US Foods. For additional information, please visit our website at www.usfoods.com.

While the purpose of this RFP is to establish an agreement with a Distributor to provide Edmond Public Schools and Campus Smart Schools with a primary source of supply for regularly ordered food, the resulting agreement is not to be interpreted as an "exclusive" agreement with respect to all requirements for such products. Participating districts are highly encouraged to purchase all needed items off of this contract. However, they are not obligated to purchase off of this contract and can choose to purchase from other contracts if they wish. It is anticipated that certain products or categories of products will be accepted or excluded from the Agreement. A listing of specific exceptions would include, but not be limited to the following: ice cream and novelties, fresh milk and dairy products, bread, produce, vending items and non-food items.

Premier and US Foods have read and understand.

Edmond Public Schools and the participating districts cannot and will not guarantee any purchase volume under any contract resulting from this RFP.

Premier and US Foods have read and understand.

Edmond Public Schools and the participating districts expect the Distributor to work in concert with all the participating staff to provide a high-quality dining program at competitive prices. With this goal in mind, the Distributor is expected to apprise Edmond Public Schools and participating districts of opportunities to reduce cost and maintain high standards of food quality.

Premier and US Foods have read and understand.

As the contract commences, pricing may be requested for new items. The Distributor may negotiate pricing with manufacturers on behalf of Edmond Public Schools and the participating districts.

Premier and US Foods have read and understand.

Proposal Schedule: (all times are Central Time)

RFP Issued		February 8, 2021
MANDATORY Pre-Proposal Conference	10:00 am	February 18, 2021

Edmond Public Schools Child Nutrition Office at 125 N. State Street, Edmond, OK 73003

Any questions related to the RFP will be answered at the pre-proposal conference. Attendance at the pre-proposal conference is mandatory if you plan on submitting a proposal.

Deadline to Submit Proposal	1:00 pm	March 24, 2021
Award Announced		April 6, 2021
Contract Begins		July 1, 2021

The initial term shall be from July 1, 2021, to June 30, 2022. This agreement will become effective upon signing by both parties. This agreement may be extended annually for an additional four (4) years upon mutual ratification by the parties.

ESTIMATED QUANTITIES AND "PIGGYBACK" PROVISIONS

This solicitation includes estimated quantities for the members of Campus Smart Schools (see Attachment A). The quantities specified on the Market Basket are representative of the collective quantities of participating Campus Smart school districts. To assist offerors in preparing the proposal, each school district's quantity has been provided with the exception of new items, or items never purchased before. Each district's participation is contingent on approval by its own Board of Education.

At the offeror's election, the offeror may accept or reject to extend the contract pricing and terms specified herein to other participating ("Piggyback") school districts (see Attachment A). Contingent on their agreement to purchase at least 80% of food products from the awarded offeror, additional Oklahoma school districts may also "piggyback" on this contract as members of Campus Smart Purchasing Group.

Material changes to the original contract may arise as a result of the "piggybacking" because the parties to the original contract may not have anticipated the increased quantity of goods and services necessary to fulfill the needs of the participating districts. Consequently, if the actual combined annual purchases exceeds a 33% increase in the amount of the estimated annual volume in the original RFP, Edmond Public Schools will have to re-bid for the following year.

Other entities that are interested in participating under the awarded contract will be able to do so after becoming Premier members. Upon becoming a member of Premier, other public entities will have access to the Premier Program and all value offered and earned based on individual participation. Premier looks forward to providing excellent service, products, and prices to interested entities.

QUESTIONS REGARDING THE SOLICITATION

- There will be a mandatory pre-proposal meeting on **Thursday, February 18, 2021, at 10:00 am** at Edmond Public Schools Child Nutrition Office, 125 N. State Street, Edmond 73003.
- Do not contact any of the participating Piggyback districts for questions. All questions must be sent to Edmond Public Schools.
- **All questions of material relevance must be submitted in writing or by email to Dan Lindsey, Director of Child Nutrition by 3:00 p.m. CDT on March 11, 2021. Email address: dan.lindsey@edmondschools.net**
- Responses to questions of material relevance will be issued to all vendors attending the pre-proposal meeting.

The participating districts are interested in any additional incentives the Vendor may have to offer to decrease the cost of the foods it purchases. Vendors should offer only those items that they can supply to Edmond Schools on a consistent basis. Edmond Public Schools Board of Education will evaluate and award proposals on an item-by-item basis or in a manner that is most advantageous to the District.

Submitted response is considered a legal offer and an award by the Edmond Public Schools Board of Education constitutes a firm contract. Please reference "Terms and Conditions" attached. The fixed fees and availability of product must be guaranteed for the duration of the contract. **Amounts needed on each Market Basket item are estimates for evaluation purposes only and are not guaranteed.** Your assistance and advice in clarification of our system and/or specifications is greatly appreciated. It is our hope you will continue to communicate trends in the market place so the goal of purchasing the right product at the right price for the greatest service to students is accomplished.

Explanation of Incentives- the Premier group purchasing program offers incentive opportunities on and above the cost off invoice:

Premier Incentives and Rebates
Participating Member Volume Incentive: Participating Members will receive 0.12% of their total spend through US Foods which will be distributed quarterly via the Statement of Earned Incentives (Bank Statement).

US Foods Participation & Utilization Incentive (aka Direct Parent Incentive or DPI): Members are eligible for an ongoing incentive of 1% that is to be paid semi-annually by US Foods. To be earned, members would need to meet or exceed prime vendor Participation with US Foods of 85% or more and a Premier CMA threshold of 60%. An affidavit is required for participation in this incentive.

Contracted Manufacturer Agreement Rebates
Based on contracted purchases, members may receive a quarterly contracted manufacturer agreement rebate payment paid one hundred percent (100%) by Premier. Premier contracted manufacturer rebates (CMAR) are negotiated by Premier on behalf of the membership and paid 100% to the purchasing member.

Quarterly rebates will vary and are determined by how many contracted items a member purchases during a specified period. These items are identifiable on the ordering website FoodserviceDirectOrder.com (FSDO) by the icon CMAR next to the product description. Detailed reporting is available through Premier on all CMARs collected and paid to each purchasing member.

Quarterly rebates are paid by either check or ACH at the member's discretion. Rebates are typically in arrears (approximately six (6) months) as both Premier and their manufacturer / vendor partners settle each financial quarter and then make rebate payments. Questions regarding rebate payments can be directed to Premier. Manufacturer rebates represent an extremely small amount of the total portfolio value as Premier focuses their negotiations with manufacturers on discounts and deviations to the manufacturers' cost resulting in a lower invoiced price to members rather than a rebated proposition that the member will have to wait a period of time to receive.

Edmond Public Schools and ALL Campus Smart Participating Districts Revenue Sharing (Admin Fee Rebate) Program: Premier would like to offer Edmond Public School (EPS) and ALL Campus Smart Participating Districts (CSPD) a 30% administrative fee rebate of revenues received if EPS/CSPD selects US Foods/Premier as their partner. This rebate would be paid quarterly and directly from Premier. This rebate is in addition to the other incentives that are provided for utilizing the foodservice program. An estimate of the Admin Fee Rebate Program for each participating district listed in the RFP has been provided. Please refer to the Financial Impact Statement included in Attachment B-Market Basket. A copy has been included with this summary for your reference.

Pricing Information

A. Cost of Items

The fixed fee structure established with the initial proposal may not change during the life of the contract. The fee structure shall remain firm for the duration of the contract on all products purchased through this agreement.

The District is requesting pricing that includes the actual cost (actual cost to the Vendor) of product plus a fixed fee for service per each case. The Vendor shall specify (on the attached "Attachment C -Fixed Fee / Case Schedule") the fixed fee for service per case for each category of food and supplies not specifically listed on the market basket response sheets. The fixed fee for service shall be a set flat-rate fee and not a percentage of the cost. The fixed fee for service shall include all associated costs, including, but not limited to, shipping, freight, storage, and fuel surcharges.

A market basket of items is attached with the proposal (see "Attachment B – Market Basket"). Pricing proposals will be evaluated based on the lump sum of the Market Basket. To evaluate pricing data, Vendors shall use "Distributor Costs" for the 2021-22 school year, beginning on July 1, 2021. For staple-type items, where School Year 2021-22 pricing is not available, vendors shall use "Distributor Costs" for the week of February 1, 2021.

All price quotes must be submitted on the forms that accompany this RFP.

Vendor must guarantee that quoted items meet or exceed attached specifications by offering the Brand Name or "Equal To" for all items listed. To evaluate the quality of items offered, Vendor must submit specification sheets for any "alternate" items offered or where no brand/manufacturer is specified by the District. Edmond Public Schools has sole authority in determining whether or not an item is an acceptable alternate.

No items requested shall include any state or federal excise tax. The tax exemption certificate will be furnished upon request.

As the contract commences, pricing may be requested for new items. The Distributor may negotiate pricing with manufacturers on behalf of Edmond Public Schools and the participating districts.
Premier and US Foods have read and understand.

Cost Plus Fixed-Fee Program – Premier, Inc.

The cornerstone of the Premier group purchasing program is the contracted manufacturer agreement (CMA) providing the most comprehensive foodservice contract portfolio in the industry. Members who maximize their utilization of CMAs realize generous cost savings on their food spend, year after year. The majority of the financial value of the Premier program is vested in the CMA.

Contracted manufacturer agreements are negotiated to maximize the benefits for all members and then managed with careful oversight and price monitoring throughout the term of the agreement providing price protection, predictability and auditing. Today, 78% of all dollars purchased by Premier members are covered by a CMA. On average 40% of stocked items in US Foods distribution centers are contracted manufacturer agreements.

Contracted manufacturer agreements (CMAs) are negotiated with manufacturers for a three-year (36 month) period. Foodservice Distribution is negotiated for a 5-year (60 month) period. All contracts (manufacturer and distribution) begin and end based on the terms and conditions for the awarded contract cycle. Premier does not renew contracts. All contracts are required to go through the Premier sourcing process and be evaluated and awarded by our Premier member sourcing committee(s).

Premier utilizes multiple price strategies based on the volatility and composition of each product category – all items either have a fixed price or are market-priced (which would vary by week by geographic market). Items with fixed pricing are locked in for a stated period of time (annually,

semi-annually, quarterly or monthly), and pricing is established by either a deviation or a formula. Market-priced products are generally in highly volatile categories where it would disadvantageous for Premier to attempt to lock in a price; however, most products include an allowance that is taken off the distributor's price at the time of invoicing to the member. All requests for price increases are subject to review and approval by Premier and must be accompanied by supporting data that outlines the changes in market conditions to warrant such an increase; no price increase request will be automatically approved. Premier also monitors current market conditions in order to ensure the ongoing competitiveness of the portfolio; this can include working with suppliers to decrease pricing during a contract term.

Premier is responsible for the sourcing and contracting of national, regional and local agreements. Premier does not purchase or buy any products or services.

Cost Plus Fixed-Fee Program – US Foods

US Foods handles the day-to-day stocking and delivery of food products. One hundred percent of all products purchased through US Foods are priced based on the national distribution agreement Premier has negotiated on behalf of its membership. The Fixed Fee-Per-Case structure on the below outlines and enhances the benefits available to facilities with large drops.

The Premier/US Foods program offers a Cost-Plus Fixed Fee-Per-Case Program. Premier utilizes multiple pricing strategies (fixed, market) to provide both immediate and long-term price protection and predictability. We do not guarantee fixed pricing or cost. Pricing is based on the volatility and composition of each product category positively influencing product cost.

We offer a Cost-Plus Fixed Fee-Per-Case Program, with eight fee per case tiers based on average drop size. A Fee-Per-Case will be established for each Campus Smart Participating District outlined in Attachment D-Fixed Fee/Case Schedule.

Option A: Established a fee-per-case for ALL schools (identified by customer number). A school drop size performance will be identified quarterly. If a school actualizes a better fee-per-case for the previous quarter, a credit will be issued to the school by US Foods.

Option B: Assigns a fee-per-case (by customer number) according to the eight-tier schedule provided in Attachment D-Fixed Fee/Case Schedule. Assignment will be based on purchase history. The fee-per-case will be adjusted quarterly based on the actual performance of each school. Please refer to the fee-per-case (FPC) estimate included in Attachment B-Market Basket. A copy has been included with this summary for your reference

US Foods was recently awarded a new 5-year sole source agreement effective July 1, 2020 to June 30, 2025. To meet the requirements in the RFP for **Edmond Public Schools** and **ALL Campus Smart Participating Districts,** Premier will authorize US Foods to offer the program specifics detailed in this proposal for the term requested, including any extensions that might go into effect. In addition, US Foods will commit to all terms, conditions and program parameters answered in this proposal for the full term specified in this bid. If future contract parameters are confirmed, the Premier representatives will present these details, modifications or options to **Edmond Public Schools** and **ALL Campus Smart Participating Districts** as they are introduced to our membership. **Edmond Public Schools** and **ALL Campus Smart Participating Districts** will have the opportunity to evaluate options and determine if taking advantage of these options would be beneficial to **Edmond Public Schools** and **ALL Campus Smart Participating Districts**

Pricing to **Edmond Public Schools** and **ALL Campus Smart Participating Districts** and each Participating Public Agency will be based on the cost of products ordered from Contractor plus a Contractor mark-up. Cost will be as defined below unless otherwise defined by Premier Committed Manufacturer Agreement(s). Thereafter, prices may be changed to reflect the actual

delivered cost of items to the Contractor. Net delivered cost to the member shall always be based on the true and current cost of the product delivered at the time of delivery. Price changes shall be reflected through the online order entry system on

demand. The price list furnished shall contain only items that are purchased by the member. The handling fee shall remain the same throughout the contract period. Under no circumstances will the member's prices be increased should quantities fall short or exceed usage estimates provided. Quantities stated are estimates only and are not commitments to buy.
Please refer to **Attachment – Cost Plus Fixed Fee Program**.

B. Audit Rights

The District requires open, unannounced audit rights throughout the length of agreement. The District will audit only those materials associated with the District's pricing.
Premier and US Foods have read and understand.

Premier's Foodservice Program can support the requirement for audits through Premier's group purchasing agreement with US Foods within the following parameters:

- Parties shall use Premier Pricing Audit Tool audit documentation whenever applicable.
- The Member may audit any monthly period within 12 months of the specific audit period with at least a 10-day notice containing list of items to be audited.
- The audit shall not exceed twenty-five (25) items.
- The audit shall be conducted during regular business hours and in such a manner as not to unduly interfere with operations.
- The Member guarantees the confidentiality of all information provided and any third-party consultant auditor will have to sign a confidentiality agreement.
- Upon reasonable notice, but no more frequently than once every six (6) months, Member may examine documents appropriate to verify Cost and mark-up under this agreement.
- Refunds will be an offset from amounts due to Seller beyond the agreed upon credit terms.

Cost Plus Fixed-Fee Program – Premier, Inc.

The cornerstone of the Premier group purchasing program is the contracted manufacturer agreement (CMA) providing the most comprehensive foodservice contract portfolio in the industry. Members who maximize their utilization of CMAs realize generous cost savings on their food spend, year after year. The majority of the financial value of the Premier program is vested in the CMA. Contracted manufacturer agreements are negotiated to maximize the benefits for all members and then managed with careful oversight and price monitoring throughout the term of the agreement providing price protection, predictability and auditing. Today, 78% of all dollars purchased by Premier members are covered by a CMA. On average 40% of stocked items in US Foods distribution centers are contracted manufacturer agreements.

Contracted manufacturer agreements (CMAs) are negotiated with manufacturers for a three-year (36 month) period. Foodservice Distribution is negotiated for a 5-year (60 month) period. All contracts (manufacturer and distribution) begin and end based on the terms and conditions for the awarded contract cycle. Premier does not renew contracts. All contracts are required to go through the Premier sourcing process and be evaluated and awarded by our Premier member sourcing committee(s).

Premier utilizes multiple price strategies based on the volatility and composition of each product category – all items either have a fixed price or are market-priced (which would vary by week by geographic market). Items with fixed pricing are locked in for a stated period of time (annually, semi-annually, quarterly or monthly), and pricing is established by either a deviation or a formula. Market-priced products are generally in highly volatile categories where it would disadvantageous for Premier to attempt to lock in a price; however, most products include an allowance that is taken off the distributor's price at the time of invoicing to the member. All requests for price increases are subject to review and approval by Premier and must be accompanied by supporting data that outlines the changes in market conditions to warrant such an increase; no price increase request will be automatically approved. Premier also monitors current market conditions in order to ensure the ongoing competitiveness of the portfolio; this can include working with suppliers to decrease pricing during a contract term.

Premier is responsible for the sourcing and contracting of national, regional and local agreements. Premier does not purchase or buy any products or services.

Cost Plus Fixed-Fee Program – US Foods

US Foods handles the day-to-day stocking and delivery of food products. One hundred percent of all products purchased through US Foods are priced based on the national distribution agreement Premier has negotiated on behalf of its membership. The Fixed Fee-Per-Case structure on the below outlines and enhances the benefits available to facilities with large drops.

The Premier/US Foods program offers a Cost-Plus Fixed Fee-Per-Case Program. Premier utilizes multiple pricing strategies (fixed, market) to provide both immediate and long-term price protection and predictability. We do not guarantee fixed pricing or cost. Pricing is based on the volatility and composition of each product category positively influencing product cost.

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We offer a Cost-Plus Fixed Fee-Per-Case Program, with eight fee per case tiers based on average drop size. A Fee-Per-Case will be established for each Campus Smart Participating District outlined in Attachment D-Fixed Fee/Case Schedule.

- Option A: Established a fee-per-case for ALL schools (identified by customer number). A school drop size performance will be identified quarterly. If a school actualizes a better fee-per-case for the previous quarter, a credit will be issued to the school by US Foods.
- Option B: Assigns a fee-per-case (by customer number) according to the eight-tier schedule provided in Attachment D-Fixed Fee/Case Schedule. Assignment will be based on purchase history. The fee-per-case will be adjusted quarterly based on the actual performance of each school. Please refer to the fee-per-case (FPC) estimate included in Attachment B-Market Basket. A copy has been included with this summary for your reference

In addition, the Premier group purchasing program offers incentive opportunities on and above the cost off invoice:

Participating Member Volume Incentive: Participating Members will receive 0.12% of their total spend through US Foods which will be distributed quarterly via the Statement of Earned Incentives (Bank Statement).

US Foods Participation & Utilization Incentive (aka Direct Parent Incentive or DPI): Members are eligible for an ongoing incentive of 1% that is to be paid semi-annually by US Foods. To be earned, members would need to meet or exceed prime vendor Participation with US Foods of 85%

or more and a Premier CMA threshold of 60%. An affidavit is required for participation in this incentive.

Contracted Manufacturer Agreement Rebates
Based on contracted purchases, members may receive a quarterly contracted manufacturer agreement rebate payment paid one hundred percent (100%) by Premier. Premier contracted manufacturer rebates (CMAR) are negotiated by Premier on behalf of the membership and paid 100% to the purchasing member.

Quarterly rebates will vary and are determined by how many contracted items a member purchases during a specified period. These items are identifiable on the ordering website FoodserviceDirectOrder.com (FSDO) by the icon CMAR next to the product description. Detailed reporting is available through Premier on all CMARs collected and paid to each purchasing member.

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Quarterly rebates are paid by either check or ACH at the member's discretion. Rebates are typically in arrears (approximately six (6) months) as both Premier and their manufacturer / vendor partners settle each financial quarter and then make rebate payments. Questions regarding rebate payments can be directed to Premier. Manufacturer rebates represent an extremely small amount of the total portfolio value as Premier focuses their negotiations with manufacturers on discounts and deviations to the manufacturers' cost resulting in a lower invoiced price to members rather than a rebated proposition that the member will have to wait a period of time to receive.

Edmond Public Schools and ALL Campus Smart Participating Districts Revenue Sharing (Admin Fee Rebate) Program: Premier would like to offer Edmond Public School (EPS) and ALL Campus Smart Participating Districts (CSPD) a 30% administrative fee rebate of revenues received if EPS/CSPD selects US Foods/Premier as their partner. This rebate would be paid quarterly and directly from Premier. This rebate is in addition to the other incentives that are provided for utilizing the foodservice program. An estimate of the Admin Fee Rebate Program for each participating district listed in the RFP has been provided. Please refer to the Financial Impact Statement included in Attachment B-Market Basket. A copy has been included with this summary for your reference.

US Foods was recently awarded a new 5-year sole source agreement effective July 1, 2020 to June 30, 2025. To meet the requirements in the RFP for **Edmond Public Schools** and **ALL Campus Smart Participating Districts,** Premier will authorize US Foods to offer the program specifics detailed in this proposal for the term requested, including any extensions that might go into effect. In addition, US Foods will commit to all terms, conditions and program parameters answered in this proposal for the full term specified in this bid. f future contract parameters are confirmed, the Premier representatives will present these details, modifications or options to **Edmond Public Schools** and **ALL Campus Smart Participating Districts** as they are introduced to our membership. **Edmond Public Schools** and **ALL Campus Smart Participating Districts** will have the opportunity to evaluate options and determine if taking advantage of these options would be beneficial to **Edmond Public Schools** and **ALL Campus Smart Participating Districts.**

Pricing to **Edmond Public Schools** and **ALL Campus Smart Participating Districts** will be based on the cost of products ordered from Contractor plus a Contractor mark-up. Cost will be as defined below unless otherwise defined by Premier Committed Manufacturer Agreement(s). Thereafter,

prices may be changed to reflect the actual delivered cost of items to the Contractor. Net delivered cost to the member shall always be based on the true and current cost of the product delivered at the time of delivery. Price changes shall be reflected through the online order entry system on

demand. The price list furnished shall contain only items that are purchased by the member. The handling fee shall remain the same throughout the contract period. Under no circumstances will the member's prices be increased should quantities fall short or exceed usage estimates provided. Quantities stated are estimates only and are not commitments to buy.

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"Cost" is defined as:

(i) CONTRACTOR Branded and Exclusive Products. Cost (for products which are not covered by a Committed Manufacturer Agreement) may be based on various nationally or regionally published price lists, plus inbound freight (where applicable). USF Branded and Exclusive Products includes products marketed under trademarks owned by USF, including but not limited to products for which USF has exclusive marketing and/or sales authority, property rights in a proprietary products formula, or has supplied raw materials or packaging for the finished products. Nationally and regionally published price lists are distributed to various market segments and customers and are subject to competitive market pressures. Nationally and regionally published price lists do not include documents only used internally and shall not include any Premier-only pricing. In the alternative, the Cost for USF Branded and Exclusive Products may be calculated as set forth in subparagraph (ii) below (All Other Products). The alternative used to calculate Cost may change from time to time. At Purchasing Partner's request, USF shall disclose which method is being used at that time.

(ii) All Other Products (except produce). Cost is defined as the manufacturer's (supplier, packer or any other vendor) delivered cost or f.o.b. unit price plus standard freight (as hereinafter defined to USF's distribution center, less off-invoice discounts or off-invoice allowances (such off-invoice discounts or off-invoice allowances to mean manufacturer generated discounts or allowances on particular items for set periods of time and which are specifically reflected on the invoice). Cost shall not be adjusted for, and Participating Members shall not be entitled to, promotional allowances, cash discounts, prompt pay discounts, growth programs or any other supplier incentives received by USF. Cost may include a fee for USF's procurement activities which provide procurement leverage, order consolidation and administration, product marketing and quality assurance ("National Procurement Fees"). National Procurement Fees may include: (x) label expenses (including amortized cost of label redesign and obsolescence); (y) applicable storage, handling and finance charges which shall generally reflect USF's actual expense for these costs; and (z) an allocation of the approximate direct salary and benefits and other expenses of USF's employees, agents and equipment that manage and support the procurement activity related to National

Procurement Fees. Such national procurement activities are intended to provide value to Participating Members. National Procurement Fees are intended to cover USF's costs of creating said value. USF may, at its option, select the invoice cost to be used for determining Cost from among all invoices for product currently available for sale, or from confirmed purchase orders for product to be received by the third day of the pricing cycle. Forward purchases (including forward warehouse purchases and customer consigned products) may include applicable storage and finance charges and/or other service fees which shall generally reflect USF's costs associated with such products (collectively, "Fees") or shall be based on local market replacement cost, as may be determined by USF from time to time; provided, however, that in no event shall the Cost be higher than local market replacement cost solely by reason of the addition of the Fees. Local market replacement cost means the cost the individual USF distribution center would have been required to pay for the purchase of its normal quantity requirements of such products.

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(iii) Produce: Cost for produce shall be based on total market cost plus freight (where applicable). Total market cost is set by the respective USF distribution center and is intended to reflect the replacement or current market average cost of procured product.

Discounts/ Allowances /Incentives. Notwithstanding the foregoing, only promotional allowances exclusively negotiated by Premier or on the behalf of Premier will be passed through to Participating Public Agencies. Contractor shall be entitled to cash discounts and other supplier incentives.

Freight to Contractor. Unless inbound freight is included in vendor's delivered pricing, freight charges will be added to the cost of product. Freight will be based on market conditions and will not exceed the freight rate normally payable by the Contractor distribution center for inbound shipments of regular quantity requirements of such products. Freight charges may include common or contract carrier charges by the product vendor or a carrier, and/or charges billed by Contractor for its freight management service. It is expressly acknowledged and agreed that Contractor may utilize its internal logistics or branch generated back-haul program provided freight cost charged to the district or Participating Public Agency does not exceed standard freight. Contractor retains sole responsibility for all inbound logistics activity. In all cases, auditable documentation for freight rates will be maintained by each of Contractor's distribution centers."

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Attachment D - Fixed Fee / Case Schedule

This fixed fee is the amount the District will pay above the actual cost to the Vendor. This will include all associated surcharges and costs, including, but not limited to, shipping, freight, storage, and fuel.

The District will consider proposed variations of the schedule listed below.

We offer a Cost-Plus Fixed Fee-Per-Case Program, with eight fee per case tiers based on average drop size. A Fee-Per-Case will be established for each Campus Smart Participating District according to the options below.

Option A: Established a fee-per-case of $2.02 for ALL schools (identified by customer number). A school drop size performance will be identified quarterly. If a school actualizes a better fee-per-case for the previous quarter, a credit will be issued to the school by US Foods.

Option B: Assigns a fee-per-case (by customer number) according to the eight-tier schedule below. Assignment will be based on purchase history. The fee-per-case will be adjusted quarterly based on the actual performance of each school. Please refer to the fee-per-case (FPC) estimate including in Attachment B-Market Basket.

Average Drop Size	Firm Fee per Case[1]
$350 to $2,499	$2.02
$2,500 to $2,999	$1.84
$3,000 to $3,999	$1.76
$4,000 to $5,499	$1.69
$5,500 to $7,999	$1.66
$8,000 to $10,999	$1.54
$11,000 to $15,999	$1.50
$16,000 and up	$1.40

1Equipment and Supply products greater than $100.00 are not included in this Fixed Fee-Per-Case mark-up schedule and will be priced per the terms of the Culinary Equipment and Supply Agreement between US Foods Culinary Equipment & Supply and Purchasing Partners. Pricing will be based on a percent.

Culinary Equipment & Supplies (CES) is a subsidiary of US Foods, which offers direct order and online purchasing of supplies and equipment.

Daybreak Family Services

LETTER OF AGREEMENT

This agreement, dated _____, is entered into between Daybreak Family Services and Sapulpa Public Schools. This letter of agreement is for the period of July 1, 2022 through June 30, 2023 and may be renewable annually with consent of both parties. It is agreed by both parties that Daybreak Family Services will provide School Based Counseling and Mental Health Services as listed in this agreement.

The purpose of this agreement is to provide for greater parent/student/teacher access to quality counseling, therapy, and mental health services in the Sapulpa Public School Community. Daybreak Family Services will be serving the following schools:

Holmes Park Elementary School
Freedom Elementary School (dependent on hiring ability)

SERVICES PROVIDED BY DAYBREAK FAMILY SERVICES

Daybreak Family Services will provide the following services and resources to students at the above listed Schools:

- A minimum of one full-time licensed or license eligible therapist to provide individual and group therapy. Daybreak Family Services may start a new school with a therapist three days a week until referrals increase enough to justify full time hours at the school.
- Daybreak Family Services staff will be available during each school day to assist teachers with any crises or stressful events that need intervention (as approved by the site administrator/counselor).
- Daybreak Family Services will bill eligible Medicaid students for all services provided.
- Daybreak Family Services will provide a parenting class once a month when requested.
- Daybreak Family Services will provide pro bono services to students who do not have Medicaid or a financial resource to pay for services. Students who are in this situation will be allowed to participate in groups and each therapist, or therapist intern, will be able to see 2 students per week in individual sessions on a pro bono basis.
- Daybreak Family Services has extensive support staff who will assist the therapist on site providing services. Daybreak Family Services has an Electronic Medical Records system (ThinkHealth) and all staff have access to supervision through direct access to our Senior Director and Executive Director.
- Daybreak Family Services encourages family involvement in the therapy process and will make every effort to include families in counseling.

- Daybreak Family Services staff will go to students' homes in the evening to meet with family members when necessary.

Sapulpa School District agrees to provide the following:

- Referral of students needing school-based services to Daybreak Family Services staff.
- Access to a space to provide individual therapy, family therapy and group services in the school.
- Internet access for staff to connect to Daybreak Family Services' remote desktop electronic records.
- Access to on site computers

Service Fees for Program Services

- The primary payor source for services provided by Daybreak Family Services will be Medicaid and will not be any cost to the parents of students
- In the event that any student requires a level of care beyond the services available in the above identified program, and provided, with the consent and approval of the student's parent/guardian, outside of the above identified program, including but not limited to, inpatient, residential, or other outpatient care, Daybreak Family Services may bill the student's parents/guardians or relevant third party payer. Furthermore, Daybreak Family Services shall advise the parent/guardians in advance that any care agreed to by them outside of the program identified above shall be at their own expense and/or billed to their insurance carrier and/or Medicaid, if applicable.
- Daybreak Family Services will not advise parents/guardians to seek reimbursement from Sapulpa Public Schools for services authorized by the parent and provided by Daybreak Family Services.

Representation for all Services

- Sapulpa Public Schools and Daybreak Family Services agree to assign specific staff members the primary responsibility for administrative activities related to this agreement, identified herein as:

    - Donia Doudican Sapulpa Public Schools
    - David Peters, Daybreak Family Services

Insurance

- Prior to the commencement of services under this agreement, Daybreak Family Services agrees to maintain general liability insurance coverage in minimum amounts of Twenty-Five Thousand Dollars ($25,000.00) for property damage, and Four Million Dollars ($4,000,000.00) for bodily

injury arising out of any single occurrence. Daybreak Family Services also agrees to carry Professional Liability insurance in the amount of $4,000,000. Daybreak Family Services shall give at least ten (10) days notice to Sapulpa Public Schools before cancellation of any coverage for any reason. Daybreak Family Services agrees to maintain liability coverage in force during the entire term of this agreement.

Hold Harmless

- Daybreak Family Services will not hold Sapulpa Public Schools responsible for actions of Daybreak Family Services employees or clients, which result in loss or damages whether action is unintended, negligent or intended. Similarly, Sapulpa Public Schools will not hold Daybreak Family Services responsible for actions of Sapulpa Public Schools staff or any student, whether or not approved for Daybreak Family Services program or parents of any student or any other person over which Daybreak Family Services has no supervision or control which results in loss or damages whether such action resulting in loss or damages, is unintended, negligent or intended.

In the event of any disagreement as to the administration of the project, the matter will be resolved by the designated Administrators as referenced in this document.

SAPULPA PUBLIC SCHOOLS:

BOARD OF EDUCATION

BY:_____

President

Subscribed and sworn before me this the _____day of_____, 2021.

My Commission expires:_____

Notary Public

DAYBREAK FAMILY SERVICES

By:_____
Daybreak Family Services

Subscribed and sworn before me this the _____day of_____, 2021.

My Commission expires:_____

Notary Public



Memorandum of Agreement

Youth Services of Creek County (YSCC) is entering into an agreement with Sapulpa Public Schools to provide individual and group counseling and education on-site to Sapulpa students. This agreement allows for YSCC's Youth and Family Counselors to enter into designated schools with proper identification and consent forms and/or opt out forms to meet with referred clients. This agreement can be terminated at any time by either party involved. YSCC enters into this agreement at no cost to designated school or client. Should YSCC ever have to charge the designated school for mileage the designated school would receive a thirty (30) day written notification and the agreement would be amended. This agreement commences on the date signed and shall remain in force until terminated by one or both parties.

Erin Brooks 7/5/22

Executive Director Date Designated Creek County School Date

P.O. BOX 2346 • Sapulpa, Oklahoma 74067 • Office (918) 227-2622 • Fax (918) 227-4644
E-mail ebrook@yscc.net •Tulsa Area United Way Partner Agency

MEMORANDUM OF UNDERSTANDING

between
Sapulpa Public School District of Creek County, Oklahoma
and **CREOKS Behavioral Health Services, Inc.**

This **MEMORANDUM OF UNDERSTANDING ("MOU")** is hereby made and entered into by and between **Sapulpa Public School of Creek County, Oklahoma**, hereinafter referred to as "the District", and **CREOKS Behavioral Health Services, Inc.,** hereinafter referred to as **"CREOKS."**

I. Purpose

a. The purpose of this MOU is to obtain Behavioral Health Services from CREOKS for students who are eligible, and their families, in all schools of the District as mutually agreed upon by the District and CREOKS ("the Program").

b. CREOKS offers to provide behavioral health services under the terms and conditions of this MOU.

II. Working Agreement

a. The parties agree as follows:

1. CREOKS shall provide a minimum of one ("Provider or Providers") to deliver behavioral health support services to students participating in the Program. Each provider will possess licensure as a Licensed Professional Counselor (LPC) or be a Licensed Clinical Social Worker or be under supervision for licensure in the State of Oklahoma. Behavioral Health Rehabilitation Specialist may also be utilized to provide coping skills and training.

2. CREOKS will also possess all other qualifications necessary under state of federal law and regulations to support successful Medicaid billing by CREOKS for the services the Providers provide in the Program.

3. CREOKS will implement behavioral health services consistent with the expectations of the District's Special Services Director or designee. CREOKS will perform the following duties in accordance with the following mutually agreed design:

    a. Determine specific therapeutic needs, plan and provide appropriate therapies and activities, and assess, modify and improve the services provided to each student involved in the Program as dictated by the student's individual needs and consistent with this MOU.
    b. At the request of the District's Special Services Director or designee, the Provider shall participate in District meetings, such as pre-referral meetings, team building staffing meetings, IEP meetings, parent conferences or other meetings as mutually agreed upon by both parties to the MOU;
    c. Orient, train and consult with professional and nonprofessional staff in treatment techniques that can be used in the classroom;
    d. Provide monthly tracking reports and other reports to the District on a mutually agreed upon schedule.
    e. Provide in-service training for District staff as mutually agreed upon by both parties to the MOU; and
    f. Perform other services as may be mutually agreed upon by both parties to the MOU.

4. The participating school's designated faculty will make referrals into the Program and work with on-site CREOKS staff to help optimize Program attendance.

a. In the event that a Provider or other CREOKS employee providing services under this MOU is not providing services in accordance with the stated direction provided by the District's Director of Special Services or designee, the designated CREOKS administrative representative will be contacted by the Director of Special Services or designee. In the event that said issues are not resolved, CREOKS will, upon written request by the District, remove said personnel immediately from the Program.
b. Full and proper staffing by CREOKS to fulfill its obligations under this MOU is required and paramount to the District's interests. CREOKS is required to fill all vacant positions or otherwise provide a substitute Provider for all vacant positions within thirty (30) days. The District may choose to terminate this MOU as provided herein and contract with another provider for the provisions of these services if at any time CREOKS fails to provide the requisite number and classification of Providers for the full performance of this MOU.
c. All wages, taxes, benefits and other employment-related expenses and duties associated with the Providers or other CREOKS personnel are the sole responsibility of CREOKS.
d. Services under this MOU will extend from August 1, 2022 to July 31, 2023 The Providers will provide services at the assigned school sites on the same schedule as the teachers at the assigned schools on each regular school day according to the District's 2022-2023 school calendar. Services provided during the summer months which are billable under this MOU will be mutually agreed upon by both parties.
e. The District agrees to provide adequate space, furniture, computers, telephones, and other furnishings as mutually agreed upon by both parties to the MOU for the implementation of the Program.
f. CREOKS will maintain all records, logs and documentation, including progress notes prepared by the Providers concerning students in the Program in compliance with the Family Educational Rights and Privacy Act and Oklahoma law.
g. CREOKS shall act as the Medicaid Provider for all services provided under this MOU and will promptly bill Medicaid for all services provided to District students who are Medicaid eligible pursuant to the current Medicaid fee schedule for the services to be provided. CREOKS will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. CREOKS is solely responsible for the proper billing of Medicaid-covered services under this Memorandum.

III. **Liability and Indemnification**

a. CREOKS agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss, or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of CREOKS, its officers, agents, employees, or contractors. Also, as the Medicaid Provider under this Agreement, CREOKS shall specifically indemnify and hold harmless the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss or expense, including reasonable attorneys' fees, relating to any legal proceedings (including, but not limited to, administrative proceedings), penalties, claims, or Medicaid disallowances arising out of any omission, fault or negligence by CREOKS, its agents, employees or anyone under its direction or control, or on its behalf, in connection with the billing of and reimbursement from Medicaid as required in this MOU.

1. CREOKS agrees that prior to entering this MOU, CREOKS has obtained a Commercial General Liability (CGL) insurance policy, Professional Liability insurance policy (PL) and School Leaders Legal Liability insurance policy (SLL) (otherwise known as Directors and Officers Liability Insurance), each insuring CREOKS in an amount not less than $125,000.00 for personal injury to or death of any individual, and $2,000,000.00 in the

aggregate for person injury or death. CREOKS must add the District as an additional insured party on each policy for purposes of CREOKS's performance of this MOU and maintain the required insurance policies at all times while this MOU is in effect. CREOKS agrees that it will furnish the District with verification of the insurance policies required by this MOU. If any of the required insurance policies is cancelled during the school year, CREOKS must immediately notify the District.

2. Further, CREOKS affirms that its employees and any subcontractor who will be on District property and acting on behalf of CREOKS in performance of this MOU are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

3. All educational materials and supplies will be provided to the Providers but remain the property of the District and shall be annually inventoried by the District.

4. CREOKS will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the Program. District personnel will directly supervise the day-to-day operation of the Program.

IV. Privacy and Security

a. Recognizing the District's interest in providing the most secure environment possible for its students, CREOKS agrees it will act under this MOU in compliance with 70 O.S. §6-101.48. Specifically:

   1. CREOKS will not permit the Providers or any other person under its authority, whether employee or volunteer, to come on to school premises for any activity covered by this MOU if that person is currently registered or required to register under the Oklahoma Sex Offenders Registration Act, or the Mary Rippy Violent Crime Offenders Registration Act; and

   2. CREOKS agrees that where work is to be performed by a CREOKS employee which would otherwise be performed by a District employee on a full-time or part-time basis, CREOKS shall not permit any person(s) from performing work on District premises if said person(s) has been convicted in this state, the United States, or another state of a felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the offense.

b. CREOKS's agreement to and acceptance of this MOU as evidenced by the signature(s) below serves as CREOKS's statement of compliance with the requirements of paragraphs a. of this section, as required by 70 O.S. §6-101.48(B).

c. CREOKS agrees to require all persons under its authority to register through the District's visitor tracking system and clearly display the printed visitor badge while performing activities described in this MOU on school premises.

d. CREOKS agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) and Oklahoma law.
   1. A student's social security number or student identification number, race/ethnicity, citizenship, nationality, gender, grades, or class schedule is always protected information which should solely be used internally and even then only when essential and among authorized individuals, and which should never be shared with any third party.

2. Other records that are directly related to a student or students are also considered educational records that are protected under FERPA. They can be items that contain a student's name, or several students' names, or information from which an individual student or students can be personally (individually) identified. Educational records include files, documents and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that contain information directly related to students and from which students can be personally identified. No educational record should ever be shared with a third party without express written permission from the parent or guardian (if the student is under the age of 18), or the student (if the student is age 18 or older).

3. CREOKS agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to identification of a student. This includes taking photographs, making recordings (video and/or sound), collecting student's written or oral statements, or using records made in connection with the activities that are the subject of this MOU. The only exception is where written permission for gathering, releasing, or otherwise using the types of information described in this paragraph is obtained from the parent (if the student is under the age of 18), or the student (if the student is age 18 or older).

e. CREOKS and the District agree that their employees and volunteers under their authority will conduct themselves in a professional and ethical manner and in accordance with District policies and procedures.

V. Liability and Indemnification

CREOKS agrees to defend, save, indemnify, and hold the District harmless from any alleged claims, claims, demands, causes of action, liability, loss, damages, and/or injury arising out of or incident to any acts, omissions, negligence, or willful misconduct of CREOKS personnel, employees, agents, contractors, or volunteers in connection with the performance of the activities described in this MOU.

VI. POINTS OF CONTACT

Primary Contacts:

Sapulpa Public Schools
Robert Armstrong
Superintendent
rarmstrong@sapulpaps.org

CREOKS Behavioral Health Services, Inc.
Brandi Smith
Chief Clinical Officer/Clinical Director
4103 S Yale Ave, Suite B
Tulsa, OK, 74135
918-382-7300
Brandi.smith@creoks.org

VII. GENERAL

a. CREOKS agrees that the activities it undertakes under this MOU are not intended to provide services to the District and that it will not seek compensation from the District in connection with its participation in these activities.
b. CREOKS agrees that it will not claim or imply that the District endorses the sale or purchase of its services.
c. This MOU in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.

d. Nothing in this MOU authorizes or is intended to obligate the District to expend, exchange, or reimburse funds, services, or supplies, or transfer anything else of value.

e. All agreements within this MOU are subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements of the State of Oklahoma and Tulsa County.

f. This MOU takes effect on August 1st, 2022 or on execution and approval by the Board of Education of the District, whichever occurs last, and ends on July 31st, 2023. Either party may cancel this agreement on thirty (30) days' notice to the other party, in writing, by certified mail or personal delivery.

Both the District and CREOKS agree to the terms of the above MOU.

Witnessed:

Sapulpa Public Schools	**CREOKS Behavioral Health Services, Inc.**
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

NATIONAL PURCHASING COOPERATIVE
INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement ("Agreement") is made and entered into on the date indicated below by and between The National Purchasing Cooperative ("Cooperative"), an administrative agency of cooperating local governments, acting on its own behalf and the behalf of all participating local governments, and the undersigned local government ("Cooperative Member").

I. RECITALS

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, pursuant to MD. CODE ANN., STATE FIN. & PROC. § 13-110 (West 2009), and R.I.GEN.LAWS § 16-2-9.2 (2009); and

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows.

II. TERMS AND CONDITIONS

1. **Adopt Organizational Interlocal Cooperation Agreement**. The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement dated May 26, 2010, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement established the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to that Organizational Interlocal Agreement.

2. **Term**. The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement.

3. **Termination.**

   (a) **By the Cooperative Member**. This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative, provided any amounts owed to any vendor have been fully paid.

(b) **By the Cooperative.** The Cooperative may terminate this Agreement by:

(1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member breaches this Agreement; or

(2) Giving thirty (30) days notice by certified mail to the Cooperative Member with or without cause.

(c) **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to a distribution which may occur after the Cooperative Member terminates from the Cooperative.

4. **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.

5. **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, endorsement, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.

6. **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.

7. **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided by this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by

mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.

8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application (BuyBoard) during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and trade name are owned by the Texas Association of School Boards, Inc., and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.

2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.

3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative. Notwithstanding the foregoing, the Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on the Cooperative Member. The Cooperative shall promptly notify all Cooperative Members in writing of any Bylaw amendment, policy or procedure change.

4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the relevant records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Cooperative Member.

5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.

7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.

8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.

9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:
   a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
   b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
   c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.
   d) All requirements—local or state–for a third party to approve, record or authorize the Agreement have been met.

10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, INCLUDING THE NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) AND THE TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. (TASB), DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.

    THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
    (a) Neither party waives any immunity from liability afforded under law;

(b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
(c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member's purchase activity, within 12 months of when the lawsuit or action was filed; and
(d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's Endorsers, Sponsors and Servicing Contractors (defined in Paragraph 11, above) up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 12 months of the filing of any lawsuit or action.

12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

13. **Merger/Entirety.** This Agreement, together with the Cooperative's Bylaws and Organizational Interlocal Agreement, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.

14. **Notice.** Any written notice to the Cooperative may be given by e-mail to NSBA at BuyBoard@nsba.org; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA, 22314; or other mode of delivery typically used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by e-mail to the Cooperative Member's Coordinator or other e-mail address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or other mode of delivery typically used in commerce and accessible to the intended recipient.

15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.

16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

17. **Authority.** By the execution and delivery of this Agreement, each undersigned individual represents that he or she is authorized to bind the entity that is a party to this Agreement.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement.

TO BE COMPLETED BY THE NATIONAL PURCHASING COOPERATIVE:

By: _____ Date: _____
Signature of authorized representative

_____
Printed name of person signing
Administrator's Representative for the National Purchasing Cooperative

TO BE COMPLETED BY COOPERATIVE MEMBER:
[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]

_____
(Name of Local Government)

By: _____ Date: _____
Signature of authorized representative of Cooperative Member

_____
Printed name and title of authorized representative

Coordinator for the
Cooperative Member is: _____
Name

_____
Title

_____
Mailing Address

_____
City

_____
State Zip Code

_____
Telephone

_____
Fax

_____
Email

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION
PO Box 14590, Oklahoma City, Oklahoma 73113-0590

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To be jointly signed by both participating schools)

1. ACTIVITY: Softball, Volleyball, Football, Wrestling, Baseball, Boys and Girls Soccer and Tennis. (See Back)

For school Year (s) 2022-23

Check one: High School ■ Junior High

2. SCHOOLS MAKING APPLICATION (List Host School under A)

A. SAPULPA PUBLIC SCHOOL	B, LONE STAR SCHOOLS
Address 300 S Mission St	Address 2945 S. Hickory
City SAPULPA ZIP 74066	City SAPULPA ZIP 74066
SUPT ROB ARMSTRONG	SUPT TRACIE HALE
PRIN SETH SHIBLEY	PRIN DUSTY KRAGEL
A D MICHAEL ROSE	A D JUSTIN WHITEHOUSE

3. ADMINISTRATOR OF RECORD (OSSAA will contact one person, listed above, when checking information about the program)

NAME MICHAEL ROSE Contact Phone 918-224-6826

4. Do the boundaries of the school district join? Yes X No ____

5 NAME OF COOPERATIVE SCHOOL OR GROUP SAPULPA HIGH SCHOOOL (School (s)) CHIEFTAINS (Mascot if Applicable)

6. DISTANCE BETWEEN SCHOOLS 3.8 miles.

7. COACHING STAFF OR SPONSOR

Head Coach Sponsor (See back page) School Sapulpa High School

8. SITE ON CONTEST SAPULPA PUBLIC SCHOOL

9. SCHOOL ENROLLMENT (if co-op application is for JH, no ADM numbers are necessary)

SCHOOL A ADM (9-12) _____

SCHOOL B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

Written agreement between the two participating schools shall include the following (does not need to be submit ted to OSSAA)

A. Conditioning Prompting Application for Cooperative Application and Goal of Co-op
B. Administrative Responsibility
C. Liability and Insurance
D. Uniforms (colors, costs, identifying names, etc)
E. Financials Arrangements
F. Operating Procedures
G. Facilities
H. Practice Sites and Schedules
I. Staffin
J. Evaluation of Staff
K. Supervision at Contests, home and away
L. Transportation
M. Contracting Game Officials
N. Cheerleaders/Pep Squads
O. OSSAA Eligibility Reports
P. Periodic In-school Eligibility Checks
Q. Procedures for Awarding Athletic Letters

11. Indicate the date and location of the school board Meeting at which the filing of this application was approved

School A SAPULPA HIGH SCHOOL

Date June 13, 2022 Location 511 E. Lee Ave Sapulpa, Ok 74066

As a part of this application, please include, on school letterhead, the school board resolution approving participation in this cooperative program.

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

The undersigned have jointly filed this application and verify the information contained herein.

Date of Application

SCHOOL A Sapulpa Public School (Host)

Bd Pres.

Supt.

Prin.

SCHOOL B Lone Star

Bd Pres.

Supt.

Prin.

COACHING STAFF OR SPONSOR (Question #7)

Softball	Sarah Carrigar
Volleyball	Corey Harp
Football	Tim Holt
Wrestling	Kyle Blevins
Girls Soccer	Lori Arundell
Boys Soccer	Kenny Kinzor
Tennis	Karma Lundlow

Baseball Steve Irvine

CONSULTATION AGREEMENT

BETWEEN SAPULPA PUBLIC SCHOOLS AND STACEY BERRY

This agreement is entered into between Sapulpa Public Schools and Stacey Berry to provide McKinney-Vento (Liaison) consultant services to Sapulpa Public Schools.

I. Terms

A. Stacey Berry shall provide consultant services to the McKinney-Vento Liaison for students identified as homeless as requested by the Director of Special Services. Services may include consultation in regard to homeless forms/identification, chromebook fees/reimbursement, purchase orders/processing, purchasing supplies/materials, organizing data, meeting with students, teachers and parents, and serving as the liaison between school counselors and the community. Services will be scheduled as feasible for the consultant and school.

II. Consideration and Cost of Services

A. Sapulpa Public Schools shall pay Stacey Berry $35.00 per hour for the length of this agreement. Stacey will provide services up to 20 hours per week unless additional services are approved by the Director of Special Services.

B. Stacey Berry will submit a bill/invoice by the 5th of each month to Sapulpa Public Schools for consultation services provided.

III. Duration of the Agreement

The duration of this agreement is to become effective August 1, 2022 and terminate June 30, 2023.

IV. This agreement is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

V. Amendment

This agreement is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Sapulpa Public Schools_____ Date_____
Board President

Stacey Berry_____Date_____
McKinney-Vento (Liaison) Consultant

THERAPYWORKS

7608 E. 91st Street

Tulsa, OK 74133

ph 918.663.0606

working wonders in children's lives

CONTRACT ADDENDUM 2022-23:

TherapyWorks contracted mileage charge comes from IRS guidelines. With the current inflation of gas prices the amount has increased to .625 per mile. We would like to propose a change in our contract price to match the fluctuation of IRS guidelines. I have attached the guidelines for your review. This money goes directly to our therapist. Your consideration is appreciated. On future contracts we will note that this amount could fluctuate with adjustments from the IRS.

Sorry for this inconvenience,

Pam Mitchell

918-663-0606

SCHOOL REPRESENTATIVE	THERAPYWORKS, INC.
By: _____	By:_____
Title _____	Title:_____
Date _____	Date:_____

Optional Standard Mileage Rates

Announcement 2022-13

This announcement informs taxpayers that the Internal Revenue Service is modifying Notice 2022-3, 2022-2 I.R.B. 308, by revising the optional standard mileage rates for computing the deductible costs of operating an automobile for business, medical, or moving expense purposes and for determining the reimbursed amount of these expenses that is deemed substantiated. This modification results from recent increases in the price of fuel.

The revised standard mileage rates are:

(1) Business	62.5 cents per mile
(2) Medical and moving	22 cents per mile

The mileage rate that applies to the deduction for charitable contributions is fixed under § 170(i) of the Internal Revenue Code (Code) at 14 cents per mile.

The revised standard mileage rates set forth in this announcement apply to deductible transportation expenses paid or incurred for business, medical, or moving expense purposes on or after July 1, 2022, and to mileage allowances that are paid

both (1) to an employee on or after July 1, 2022, and (2) for transportation expenses paid or incurred by the employee on or after July 1, 2022.

The standard mileage rates set forth in Notice 2022-3 continue to apply to deductible transportation expenses paid or incurred for business, medical, or moving expense purposes before July 1, 2022, and to mileage allowances paid (1) to an employee before July 1, 2022, or (2) with respect to transportation expenses paid or incurred by the employee before July 1, 2022. All other provisions of Notice 2022-3 remain in effect.

Note that § 11045 of Public Law 115- 97, 131. Stat. 2054 (December 22, 2017), commonly referred to as the Tax Cuts and Jobs Act (TCJA), suspends all miscellaneous itemized deductions that are subject to the two-percent of adjusted gross income floor under § 67 of the Code, including unreimbursed employee travel expenses, for taxable years beginning after December 31, 2017, and before January 1, 2026. Thus, the revised business standard mileage rate provided in this announcement cannot be used to claim an itemized deduction for unreimbursed employee travel expenses during the suspension. Notwithstanding the foregoing suspension of miscellaneous itemized deductions, deductions for expenses that are deductible in determining adjusted gross income are not suspended. For example, members of a reserve component of the Armed Forces of the United States (Armed Forces), state or local government officials paid on a fee basis, and certain performing artists are entitled to deduct unreimbursed employee travel expenses as an adjustment to total income on line 12 of Schedule 1 of Form 1040 (2021), *U.S. Individual Income Tax Return*, not as an itemized deduction on Schedule A of Form 1040 (2021), and therefore may use the revised business standard

mileage rate provided in this announcement.

Further, § 11049 of the TCJA suspends the deduction for moving expenses for taxable years beginning after December 31, 2017, and before January 1, 2026. However, the suspension does not apply to members of the Armed Forces on active duty who move pursuant to a military order and incident to a permanent change of station. Thus, except for taxpayers to whom § 217(g) of the Code applies, the revised standard mileage rate provided in this announcement is not applicable for the use of an automobile as part of a move occurring during the suspension.

EFFECT ON OTHER DOCUMENTS

Notice 2022-3 is modified.

DRAFTING INFORMATION

The principal author of this announcement is Christian Lagorio of the Office of Chief Counsel (Income Tax and Accounting). For further information regarding this announcement contact Mr. Lagorio at (202) 317-7005 (not a toll-free number).

Price Quote

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257 x1037

Date	6/16/2022
Quote No.	266120
Acct. No.	03:sa:OK:12215766
Total	$9,975.00
Pricing Expires	9/14/2022

Sapulpa School District I-33
511 E Lee Ave
Sapulpa OK 74066

Payment Schedule	Contract Start	Contract End
	7/1/2022	6/30/2023

Site	Description	Comment	End Date	Qty
1. Sapulpa School District I-33				
	Imagine Language & Literacy Reusable License (Discounted $525.00 - already paid through Sept. 13, 2022.)		06/30/2023	100

Subtotal	$10,500.00
Discount	($525.00)
Total	$9,975.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at https://www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Sapulpa School District I-33

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative

Lupita Elizondo
Account Executive
lupita.elizondo@imaginelearning.com
918-219-9139

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

TRANSACTION CONFIRMATION
FOR IMMEDIATE DELIVERY

EXHIBIT A

TIGER Inc

Date: July 11, 2022

Transaction Confirmation # 7

This Transaction Confirmation is subject to the Natural Gas Purchase Agreement between Seller and Buyer dated _06/28/17____. The terms of this Transaction Confirmation are binding unless disputed in writing within 2 Business Days of Receipt.

SELLER:	BUYER:
Tiger, Inc. P.O. BOX 702437 Tulsa, OK 74170 Transporter: ONG Attn: Kellie Wendland e-mail: kwendland@tigernaturalgas.com Phone: (918) 491-6998, x224 Fax: (918) 491-6659	Sapulpa Public Schools 110 S. Burnett Sapulpa, OK 74066 Attn: Kenda Terrones Phone: 918-224-3400 X1123 Email: kterrones@sapulpaps.org Transporter: ONG

Contract Price: FIXED AT $7.23 PER MMBTU.

Delivery Period: Begin: August 1, 2022 End: July 31, 2023

Performance Obligation and Contract Quantity: (Select One)

Firm (Fixed Quantity):

_____ MMBtus/day

____ EFP

Firm (Variable Quantity):

_____ MMBtus/day Minimum

___ MMBtus/day Maximum

Subject to Section 4.2 at election of

__Buyer or ___ Seller

Interruptible:

Up to _____ MMBtus/day

Delivery Point(s): ONG Citygate

Special Conditions: This transaction confirmation #7 covers the facilities shown on Exhibit B.

Volumes are based on historical usage and are listed in MMBtu's. The usage will be allocated to each of the accounts on Exhibit B based on the actual usage of the account.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3213	2713	1744	661	316	91	161	293	397	848	1161	2496

Excess Surplus Volumes will be priced at GD Midpoint Average +/- $0.30. Sellbacks cannot exceed the weighted average contract price charged in a delivery period.

During periods of OFO's, buyer may be required to limit usage to the average daily base load volume, additional gas may be bought/sold at market price.

Seller: TIGER, INC.	Buyer: Sapulpa Public Schools
By: _____	By: _____
Title: Executive Vice President	Title: 1st Vice President
Date: _____	Date: 7.11.22

MEMORANDUM OF UNDERSTANDING
between
Sapulpa Public **School District and HORIZON: Digitally Enhanced Campus**

This Memorandum of Understanding (MOU) is entered into this 11 day of July, 2022 between Sapulpa Public School District ("District"), and Horizon: Digitally Enhanced Campus of the Oklahoma Statewide Virtual Charter School Board ("Horizon").

I. INTRODUCTION

The Horizon Consortium is a network of school districts who provide access to online content and professional development through license agreements sponsored by Horizon.

Title 70, Section 1210.704 of the Oklahoma Statutes mandates the provision of a statewide online learning platform to provide high quality online learning opportunities for Oklahoma students that are aligned with the subject matter standards adopted by the State Board of Education. Additionally, Title 70, Section 3-145.3 of the Oklahoma Statutes mandates state negotiation with online vendors to provide a state rate price to school districts for supplemental online courses. Further, Oklahoma Administrative Code 777:15-1-4 requires that the price offered does not exceed the lowest price at which the course is offered by use or sale to any state, public school, or school district in the United States.

II. ROLES AND RESPONSIBILITIES

District agrees to perform the following duties and responsibilities:

a) Student access to curriculum content under the Concurrent License model will be shared by all consortium member schools through a licensing agreement with contracted vendors. Curriculum content under the Student License model is student-specific and linked uniquely to the respective district. District may make A La Carte purchases directly from the vendor or through Horizon reimbursement if purchasing through this MOU.

b) Compliance with all state/federal mandates will be the responsibility of District.

c) District must provide, at its expense, server set up equipment *(if required)* and computers to be used by students when accessing content on-site.

d) District will determine the individual students, their ages, and curriculum needs in providing access to virtual online content.

e) Horizon assumes no responsibility for the use of software access as applied by District. Professional Development and training is provided to District by Horizon and online vendors. District will ensure participation by appropriate personnel.

f) District is responsible for transcription of the online course credits for its students. Horizon is not responsible for awarding credits.

g) Horizon recommends that formal and summative assessments be conducted in a proctored setting.

h) District will provide a primary and secondary point-of-contact for all communications with Horizon.

i) Upon submission of the MOU, District will identify how many licenses under each model they intend to use during the 2022-23 school year and will complete the online License Commitment Form *(https://form.jotform.com/221117153404038)*. Execution of the MOU indicates a commitment to purchasing said licenses. Payment for these initial licenses shall be made by September 1, 2022. Additional licenses can be purchased throughout the contract period upon written request of District via submission of an additional License Commitment Form. Payment for additional licenses shall be made within 45 days of invoice.

Horizon agrees to perform the following duties and responsibilities:

a) Horizon will negotiate contracts with online vendors and purchase for District all licenses. Horizon will invoice District the negotiated consortium state rate according to the License Commitment Form submitted by District.

b) Horizon may deduct an additional 40% for each license purchased by new Horizon Consortium members. Horizon legacy members (members in year 2 or beyond) will receive a 25% discount for each license. As Horizon funds are limited, discounts will be provided on a first come first served basis, and require license commitment by District before May 20, 2022, unless otherwise approved by Horizon.

c) Horizon will collaborate with District to coordinate professional development opportunities provided by the online vendors. The accompanying professional development fees will be paid by Horizon.

III. TERM

The term of the agreement is for the 2022-23 school year and terminates on June 30, 2023. To continue the relationship of the parties, a new agreement must be executed.

IV. STUDENT DATA ACCESSIBILITY, TRANSPARENCY, AND ACCOUNTABILITY

Horizon maintains the right to access district and student usage and success reporting data including the following: course access, student usage, course completion rates, student course disabled data, and progress by time. This data will only be used for comparative analysis and to validate modifications made throughout the school year. Individual student names will not be used in any reporting.

V. EMPLOYMENT RELATIONSHIP

This MOU does not create an employment relationship between District and Horizon. At no time during the performance of this MOU shall District have authority to obligate the Horizon for payment of goods and services. District shall not make any promise of expenditure of funds by Horizon over the amount of funds Horizon has agreed to expend for this MOU.

VI. ASSIGNMENT

The rights and obligations of Horizon and District may not be assigned or transferred to any other person, firm, or corporation without prior written consent of all parties.

VII. DISPUTE RESOLUTION

Any claims, disputes, or litigation arising from the MOU shall be governed by the laws of the State of Oklahoma. Venue for any action shall be in the District Court for Oklahoma County, Oklahoma.

VIII. AMENDMENTS

Any change to this MOU must be approved in writing by both parties.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of the day and year first set forth above.

DISTRICT		**Horizon: Digitally Enhanced Campus**	
_____	_____	_____	_____
Signature	DATE	Signature	DATE
_____	_____	_____	_____
Print Name	Title	Print Name	Title

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Liberty Stem DATE OF REQUEST: 7/8/22

SPONSOR: Kimberly McCallum

DESTINATION: Houston / Galveston TX

DATE LEAVING (DAY AND DATE) March 2023 TBD

DATE RETURNING (DAY AND DATE) March 2023 TBD

NUMBER OF SCHOOL DAYS MISSED 5

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS.
PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Fundraisers such as Spirit nights - Bingo nights - Daddy / daughter dance - Maden's - 50/50 Raffle

NUMBER OF STUDENTS ATTENDING: 25 NUMBER OF SPONSORS: 4 to 5

PURPOSE OF TRIP: Educational Opportunities not available locally.

MODE OF TRANSPORTATION: Bus

J Musgrove
PRINCIPAL'S APPROVAL

Ron Armstrong 7-11-22
SUPERINTENDENT'S APPROVAL

BOE President Approval

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Cross Country DATE OF REQUEST: 5·17·22

SPONSOR: Debbie Williams

DESTINATION: Joplin, Mo

DATE LEAVING (DAY AND DATE) Sept 16, 2022

DATE RETURNING (DAY AND DATE) Sept 17, 2022

NUMBER OF SCHOOL DAYS MISSED 1

* this could be 1 week earlier, waiting for official date still

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS.
PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: CC meet profits & booster club fundraisers

NUMBER OF STUDENTS ATTENDING: approx 6 depending on summer qualifyers NUMBER OF SPONSORS: 2

PURPOSE OF TRIP: Friday - Tour MSSU
Saturday - Compete in Southern Stampede CC race

MODE OF TRANSPORTATION: bus or vans

PRINCIPAL'S APPROVAL

SUPERINTENDENT'S APPROVAL

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Cross Country DATE OF REQUEST: 5.17.22

SPONSOR: Debbie Williams

DESTINATION: Rogers, Ark

DATE LEAVING (DAY AND DATE) Nov 12, 2022

DATE RETURNING (DAY AND DATE) Nov 12, 2022

NUMBER OF SCHOOL DAYS MISSED Ø

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS.
PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED:
CC meet profits and booster club

NUMBER OF STUDENTS ATTENDING: approx 5 depending on October qualification NUMBER OF SPONSORS: 2

PURPOSE OF TRIP: to compete in the 2022 Oklahoma Arkansas CC duel

MODE OF TRANSPORTATION: bus or van

PRINCIPAL'S APPROVAL

SUPERINTENDENT'S APPROVAL

FUNDRAISERS 2022-23 School Year				
SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Sapulpa Jr High	JH Cheer	11/1/2022	Mini Cookies	Stunt fees
HS	Boys Basketball	11/1/2022	Sapulpa Chieftain Big Scrimmage Event	Gear
SJH	Softball	9/30/2022	Gift Card Raffle	field maintenance
SHS	Ping Ping	9/2/2022	Chick Fil-A Fridays	To raise general funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	9/1/2022	Candle Sales	To raise individual funds to go towards, gear, entry fees, costumes and other expenses September-December
SHS	Ping Ping	9/1/2022	Fall Mini Clinic	To raise general funds to go towards, gear, entry fees, costumes and other expenses. September-October
SHS	Ping Ping	9/1/2022	Flock your Yard	To raise general funds to go towards, gear, entry fees, costumes and other expenses. September 2022-March-2023
SHS	Ping Ping	11/1/2022	Nothing Bundt Cakes	November, February and May To raise individual funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	1/1/2023	Basketball Basket Raffle	January 2023-Februrary 2023 To raise general funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	3/1/2023	Spring Mini Clinic	March or April 2023 to raise general funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	3/1/2023	Egg My Yard	March/April 2023 to raise individual funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	8/1/2022	QT Cards	August 2022-May 2023 2022-2023 school year to raise individual funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	8/1/2022	Indian Taco Sale	2022/2023 school year to raise individual funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	8/1/2022	Trash Bag Sales	2022/2023 School year to raise general funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	8/1/2022	Chili Bowl Programs	2022/2023 School year to raise general funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	8/1/2022	Chili Dinner-Elks	2022/2023 School year to raise general funds to go towards, gear, entry fees, costumes and other expenses
SHS	Ping Ping	8/1/2022	Spaghetti Dinner-Elks	2022/2023 School year to raise general funds to go towards, gear, entry fees, costumes and other expenses

FUNDRAISERS 2022-23 School Year				
SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
SJH & SHS	FFA	8/29/2022	Meat Sales	Activities and equipment and supplies
SHS and SJH	FFA	1/16/2023	Meat Sales	Activities and equipment and supplies
SHS	FFA	8/29/2022	Shop project sales	Activities supplies and equipment
SHS	Ping Pings	8/1/2022	"Give the Boot to Trafficking" A Human Trafficking community awareness event benefiting the Sapulpa Ping Pings general fund. .	Funds will be used for general expenses such as gear, entry fees, costumes, etc.
Junior High	FCCLA	8/25/2022	Sell lemonade at Community Pep Rally	To pay for FCCLA district dues
Junior High	FCCLA	9/5/2022	Deanan's Popcorn	To pay for students national dues and t-shirts
Junior High	FCCLA	2/6/2023	Valentine Grams	To pay for FCCLA state convention
Sapulpa High School	Choir	8/18/2022	Funds2Orgs (a shoe drive fundraiser)	To fund the choir activity account for general, yearly expenses of the choral program
SHS	JROTC	8/25/2022	Community Kick-Off Event (used to be B of G)	Support JROTC Cadet events
Sapulpa High School	Choir	8/25/2022	Sell food/drink and/or game experience (TBD) at the Community Kick-Off Rally	To fund the choir activity account to be used for general, yearly expenses of the choral program.
Sapulpa High School	Junior Class	8/1/2022	Selling Spirit Tees & Hoodies for junior class	prom deposits and expenses, assembly supplies
Sapulpa High School	Junior Class	8/25/2022	Carnival Games & Car Bash for Community Kickoff	prom deposits, assembly supplies
HS	Boys basketball	8/25/2022	Food and prize sale	Boys basketball miscellaneous items
SHS	Varsity Cheer	8/25/2022	Booth at Community Kick-Off	For food and items for cheerleaders.
SHS	Varsity Cheer	9/1/2022	Deanan Gourmet Popcorn sales	Cheerleader supplies and food
Sapulpa High School Football Field	Boys Basketball Boosterclub	10/25/2022	Hair tinsel and glitter and facepainting. Hot dogs, chips, chili	Team camps, equipment, uniforms, team meals

FUNDRAISERS 2022-23 School Year				
SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Liberty	STEM Club	8/1/2022	Restaurant Spirit Nights	STEM Club
Liberty	STEM Club	9/1/2022	Back to School Family Fun Night/Dance	STEM Club
LIberty	STEM Club	10/1/2022	Bingo Night	STEM Club
Liberty	STEM Club	11/1/2022	Masons Partner Event-Talent Showcase	STEM CLub
Liberty	STEM Club	11/1/2022	Pampered Chef	STEM Club
Liberty	STEM Club	9/1/2022	Rainbow Dash/Glow Run	STEM Club
LIberty	STEM Club	1/1/2023	Daddy Daughter Dance	STEM Club
Liberty	STEM Club	10/1/2022	Mother-Son Bowling Night	STEM Club
Sapulpa Middle School	Ping Pings	12/1/2022	Social Media Giveaway	Funds will be used for general expenses such as gear, entry fees, costumes, etc.
Sapulpa Middle School	Ping Pings	2/1/2023	Social Media Giveaway	Funds will be used for general expenses such as gear, entry fees, costumes, etc.
Sapulpa Middle School	Ping Pings	8/1/2022	Rolling Calendar or business sponsors	Funds will be used for general expenses such as gear, entry fees, costumes, etc.
Sapulpa Middle School	Ping Ping	8/1/2022	Individual Ping Ping Sponsor Letters	Funds will be used for individual expenses such as travel, gear, entry fees, costumes, etc.
Sapulpa Jr. High	Jr High Leadership /Student Council	8/19/2022	Movie on the Football Field	Funds go back to students/teachers
SJH	Leadership /Student Council	9/1/2022	Back to School Dance	Funds will go back to Students/Teachers
SJH	Leadership /Student Council	9/30/2022	Movie on the Football Field	Funds will go back to Students/Teachers
SJH	Leadership /Student Council	10/24/2022	Coffee/Cocoa Fundraiser	Funds will go back to Students/Teachers
SJH	Leadership /Student Council	2/9/2023	Valentine Dance	Funds will go back to Students/Teachers
SJH	Leadership /Student Council	2/14/2023	Candy Grams	Funds will go back to Students/Teachers
SJH	Leadership /Student Council	10/24/0022	Coffee/Cocoa Sales	Funds go back to Students and Teachers
SJH	Leadership /Student Council	8/19/2022	Movie on the Football Field	Funds will go back to students and teachers
SJH	Leadership / Student Council	9/30/2022	Movie on the Football Field	Funds go back to the students/teachers

FUNDRAISERS 2022-23 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Holmes Park Elementary	Holmes Park	8/30/2022	Josten's pictures	Classroom materials/Awards/field trips/supplies
Holmes Park Elementary	Holmes Park	10/1/2022	Fundraiser - undecided Cherrydale or World's Finest	Classroom supplies/Awards/Buses for field trips etc.
Holmes Park	Holmes Park Elementary	9/1/2022	T-shirt sales	Classroom supplies/Accelerated Reader/Awards/field trips
Holmes Park Elementary	Grade Level Teachers	10/1/2022	Candy grams for various holidays	Class field trips/parties
Holmes Park Elemenary	Holmes Park	10/12/2022	Josten's group pics and Retakes	Class supplies/awards/field trips etc.
Holmes Park Elementary	Classrooms	9/1/2022	Grade Level Fundraisers, some are on going	Classroom supplies/field trips
Holmes Park Elementary	Holmes Park	9/1/2022	Community Service Drives	Donated to causes and/or organizations
Holmes Park Elementary	Library	10/1/2022	Bookfair	Books, library supplies
Holmes Park Elementary	Library	3/1/2023	Bookfair	Books, supplies
Holmes Park	Holmes Park	2/1/2023	World's fines Chocolate	supplies/classroom materials/awards
Holmes Park	Holmes Park	2/1/2023	Jump for Heart	PE equipment
Holmes Park Elementary	Library	9/1/2022	Reading for Education	Library Books/supplies
Holmes Park Elementary	Classroom Teachers	1/5/2023	Limeades for Learning	Classroom supplies and materials
Holmes Park Elementary	Teachers	9/1/2022	Donor Choose	Classroom materials, Supplies, Manipulatives
Holmes Park Elementary	Teachers	9/1/2022	Teacher pay teacher	Classroom materials, supplies etc.
Liberty	School Fundraiser	9/12/2022	Freckles Frozen Custard on Fridays	Supplement Field Trips and 5th Grade Graduation Shirts

FUNDRAISERS 2022-23 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Sapulpa High School	Touchdown Club	8/25/2022	Merchandise & Program Sales @	Feeding the teams for away games, purchasing needed items to support the team
Sapulpa High School	Touchdown Club	8/26/2022	Merchandise & Program Sales @ Football Games	Feeding the teams for away games, purchasing needed items to support the teams
Sapulpa High School	Men's Basketball Booster Club	8/1/2022	QT Fundraising Cards	Funds will be used for equipment, uniforms, camps, sports banquet, travel and lodging for camps
Sapulpa Municipal Golf Course	Men's Basketball Booster Club	9/3/2022	Men's Booster Club Fall Scramble	Equipment, supplies, camps, lodging, travel, uniforms
High School	Band	7/18/2022	Hosting Carolina Crown Drum Corps	Marching Band Funds- props, music, drill, etc.

Sapulpa Public School District Wellness Policy (566)

Purpose

The Sapulpa Public School District (the District) recognizes the important role that schools play in the development of children's lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the District establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, school counselors, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote students as well as staff health.
- Provide students, their families and staff with current information on and resources for mental health, nutrition, communicable diseases, general health and wellness and chronic illness.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

Definitions

- **School campus**

  All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

- **School day**
  The period of time from the midnight before to 30 minutes after the end of the instructional day.

- **Competitive foods and beverages**
  Foods and beverages that are sold on campus outside of the federal reimbursable school

meals program during the school day (e.g., in vending machines or school stores).

- **Smart Snacks standards**
  Nutrition standards, issued by the USDA, that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages.

NUTRITION

School Meal Requirements

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the *United States Department of Agriculture's (USDA) requirements* and follow the Dietary Guidelines for Americans (DGA).

Specifically, the District will ensure that all meals are the following:

- Accessible, appealing, and attractive to all children
- Served in a clean, pleasant, and supervised setting
- High in fiber, free of added trans fats, and low in added fats, sugar, and sodium
- Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences
- Reviewed by a registered dietician or other certified nutrition professional

The District will also ensure that schools do the following:

- Encourage students to start the day with a healthy breakfast.
- Provide breakfast through the USDA School Breakfast Program.

Water: Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges) before, during, and after school. Schools will also ensure the following:

- Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.

- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

Information and Promotion: As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:

- Inform families about the availability of breakfast for students.
- Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
- Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.
- Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

Adequate Time to Eat: The District will provide sufficient lunch and breakfast periods that are long enough to give all students (K-12) adequate time to be served and eat their meals, up to 10 minutes for breakfast and 20 minutes for lunch after students are seated.

Competitive Foods and Beverages

All competitive foods and beverages sold to students during the school day must meet or exceed the USDA's Smart Snacks standards

Other Foods Provided at School

Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, and afterschool-programming) must meet the USDA's Smart Snacks standards. The District, however, may allow up to 10 exemptions per site during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards

The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties (e.g., the USDA's resources on "Healthy Celebrations") and after-school programming (including celebrations).

Fundraising

Fundraising on Campus During the School Day: Only fundraisers that feature non-food items

or foods and beverages that meet the Smart Snacks standards will be permitted. The District, however, may allow exemptions for up to 10 ready to eat fundraisers per PreK-7th grade school site and 30 at the Jr. High/ High School sites during each semester of the school year, during which the foods and beverages sold are not required to meet the Smart Snack standards. Importantly, these exempted fundraisers cannot be held during normal meal service times. Fundraisers will not last longer than 14 days.

The following will also occur:

- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains).
- The District will encourage fundraisers that do not sell food and/or that promote physical activity.

After-School Concessions and Fundraisers: The district will encourage all foods and beverages offered at after-school concessions or as part of fundraisers held outside of school hours to comply with the USDA's Smart Snack standards.

Nutrition Education

Schools will offer nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.
- How to read labels and understand the problems associated with unhealthy food marketing to children.

In addition, schools will ensure that nutrition education:

- Complies with state learning objectives and standards.
- Is made available for staff.
- Is promoted in extracurricular activities
- Is promoted to families and the community.

Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy

nutrition choices.

- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

Food and Beverage Marketing

Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed to students in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

Marketing includes the following:

- Advertising on any property or facility owned or leased by the school district or school and used at any time for school-related activities (including school buildings, athletic fields, parking lots, school buses, vending machines, scoreboards, uniforms, educational materials, and supplies).
- Coupons, discounts, and corporate incentive programs that reward students (e.g., when they reach certain academic goals) with free or discounted items. Such rewards may not include foods or beverages that fail to satisfy the USDA’s Smart Snacks standards.
- Corporate-sponsored programs that provide funds to schools in exchange for consumer purchases of certain items. Programs involving purchase of foods and beverages that do not meet the USDA’s Smart Snacks standards are not permitted.

Staff Qualifications and Training

The District will follow the USDA’s Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and

training.

In addition, Child Nutrition Staff will do the following:

- Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
- Organize and participate in educational activities that support healthy eating behaviors and food safety.

Farm-to-School Programs and School Gardens

The District will allow school gardens on District property.

- As part of their education, students will learn about agriculture and nutrition.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

General Requirements

The District will ensure that all elementary school students (K-5) participate in a minimum of 150 minutes of physical *activity each week,* whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

Recess and Physical Activity Breaks

Recess: The District will require schools to provide elementary school students (K-5) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
- Encourage schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch **Physical Activity Breaks:** The District will require schools to provide all students (K-12) short breaks (three to five minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

Physical Education (PE)

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.

Elementary school students (K-5) will participate in at least150 minutes of PE per week throughout the entire school year.

Middle and high school students (6-12) will have the opportunity to enroll and participate in PE.

In addition, the following requirements apply to all students (K-12):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.
- PE classes will have a teacher/student ratio comparable to core subject classroom size.

Teacher Qualifications, Training, and Involvement

- Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.
- Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.
- PE classes will be taught by licensed teachers who are certified or endorsed to teach PE.

Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)
- The District will provide a list of alternative ways for teachers and staff to discipline students.
- The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

Grounds, Facilities, and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

Active Transportation

The District will encourage the following:

- Encourage children and their families to walk and bike to and from school.
- Work with local officials to designate safe or preferred routes to school.
- Promote National and International Walk and Bike to School Week/Day.
- Provide bike racks for students, faculty, and staff.
- Encourage parents to supervise groups of children who walk or bike together to and from school.

After-School Physical Activity and Screen Time

After-school programming will be encouraged to do the following:

- Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Encourage staff to join children and youth in physical activity whenever possible.
- Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes.

Mental Health & Wellness

The purpose is to provide resources and education for staff, students and parents to promote good mental health and wellness in the district.

The District shall hire or contract with a person or entity whom shall be responsible for:

- Posting at each site and sending information to all staff, students and parents on how to identify possible mental health concerns, where to find help for mental health concerns, mental health programs and contact phone numbers to staff students and

families.

- Coordinating with school counselors, administrators and community providers to implement best practices in the area of mental health within the district
- Creating opportunities for staff, students and families to learn about a variety of mental health concerns
- Obtaining open and honest feedback pertaining to the districts' mental wellness and areas of accomplishment and needs for improvement including but not limited to anonymous surveying of staff, students and families.
- Reporting monthly compliance with this policy and supplying information to the superintendent on accomplishments and needs of the district specific to each site.
- Scheduling opportunities for staff to meet regarding mental health wellness.
- Collaborating quarterly with community leadership to discuss areas we can collaborate for mental wellness

OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes overall health including healthy eating, physical activity, and good mental health.

The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

Nutrition

- Encourage serving only those foods and beverages that meet Smart Snacks standards at all staff meetings, training, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.

Physical Activity

- Promote standing & walking meetings.
- Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
- Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

General Wellness

- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- Partner with community organizations or agencies to provide stress management programs annually to staff.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
- Ensure access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.
- The District will provide staff with educational resources and annual training in health and health-related topics.

Health Education

Where applicable, schools' health education curriculums will follow the *Oklahoma Academic Standards.*

IMPLEMENTATION, MONITORING, AND EVALUATION

Leadership

The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.

Include the name(s), position(s), and contact information of the designated official(s) here:

Name	**Position**	**Contact Information** (Email address is sufficient)

Community Involvement

The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.
- Ensure that all outreach and communication is culturally appropriate and translated as needed.
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.

Assessments, Revisions, and Policy Updates

At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.
- The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families' homes, etc.).

530.-539. TRANSFER STUDENTS

530. **OPEN TRANSFERS** (Approved 12-6-99)(Revised 11-6-06, 6-13-2022)(Replaced12-13-21) (see procedure pages)

The school district will not accept or deny a transfer based upon the student's race, color, sex, ethnicity, national origin, gender, gender identity, religion, disability, veteran status, sexual orientation, income level, proficiency in the English language, measure of achievement, aptitude or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason. The school district will begin accepting applications for the next school year starting June 15th. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfer Application

Applications for transfer shall be completed by the parent of a student on an application form specified by the State Board of Education. The term "parent" means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). The application shall be filed with the superintendent of the receiving school district if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

In addition to completing the application form as specified by the State Board of Education, applicants must complete and submit both the District's Application Form **(ATTACHMENT A)** and the Transfer Student Consent to Cancellation of Transfer **(ATTACHMENT B).** The district will not approve an application for a transfer that is submitted without these completed forms. The district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall timely approve or deny the application and shall notify the parents of the students, in writing, of the decision. Siblings must apply individually.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents

resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

Approval of Transfers

Once an application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent's designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent's designee authority to approve or deny a Transfer application pursuant to the criteria listed in this policy.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;

2. The transferring student has not been disciplined for:

    a. violation of a school regulation,

    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

    c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

~~2. The student:~~

~~1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:~~

~~A. Has violated school regulations;~~

~~B. Has committed an act commonly regarded as being immoral;~~

C. ~~Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;~~

D. ~~Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;~~

E. ~~Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;~~

F. ~~Has possessed on school property, in school transportation, or at a school event any alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,~~

G. ~~Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance.~~

The applicant:

1. Fails to complete and submit the Application Form **(ATTACHMENT A),** provide the district with sufficient educational records, or inform the district in detail of the grades/courses/programs in which the student desires to enroll or participate ifthe application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to

this district

whatever confidential records this district deems necessary to review in applying the approval/denial criteria of this policy. The superintendent or superintendent's designee has authority to amend **(Attachment A)** by regulation to include additional information needed to review an application request.

2. Fails to complete the Transfer Student Consent to Cancellation of Transfer **(Attachment B)**

3. Fails to timely submit a completed application; or,

4. Provides incorrect information on the application request.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

Capacity Determination

Capacity. hereafter deemed Program Capacity, determinations are specifically for the purpose of complying with Oklahoma Senate Bill 783 (2021) guidelines to determine the capacity for Sapulpa Public Schools to accept transfer students as defined by this legislation. Program Capacity is not intended to define district decisions related to staffing allocations or class size determinations for non-transfer students.

In making the decision to determine Program Capacity. the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits limes the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized. the district's capacity numbers will reflect a lesser amount based upon that classroom size. Sapulpa Public Schools recognizes the need to provide additional support in schools designated as Schoolwide Tille I sites and as a result. implements a 10% variance in all capacity calculations as ii relates to Oklahoma Senate Bill 783 (2021).

The following calculations will be used to determine Program Capacity for Sapulpa Public Schools

- PK- 2nd:
  By site. the number of teachers per grade level x 20 students = PK-2nd Grade Program Capacity by site and by grade level

- 3rd-5th Grades :
  By site. the number of teachers per grade level x 24 students = 3rd-5th Grade Program Capacity by site and by grade level

- 6th-7th Grades:
  By site. the number of English Language Arts Teachers per grade level x 140 students 6th-7th Grade Program Capacity, by site and by grade level

- 8th-12th Grades:
  By site. the number of English Language Arts Teachers per grade level x 140 students 8th-12th Grade Program Capacity. by site and by grade level

As it relates to Program Capacity. "Student" is defined as any student currently enrolled in Sapulpa Public Schools (SPS). This includes SPS students participating in any of the following learning formats: traditional in person: headstart: homebound: alternative program (s): blended instruction: virtual: concurrent enrollment: career and technology programs. and dual credit.

As it relates to Program Capacity. "English Language Arts" includes all levels of English Instruction for each specific grade level (e.g. English 3 and AP English Language). Self- contained special education courses and special education related teacher maximums are defined elsewhere.

As it relates to Program Capacity. the "number" of English Language Arts Teachers will be based on the Full-Time Equivalent (FTE).

Transfers will be approved on a student-by-student basis in the order in which they are received and in accordance with the policy provisions set out below. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of the capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and

2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

Criteria for Approval or Denial of Transfers

The fact that the district has adopted a transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will **NOT** be approved if:

A. This district does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

2. Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district

deems the student is required to enroll in order to comply with state and federal laws and regulations.

3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:

   A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or

   B. Exceeding class size limitations set by state law or district policy in such courses; or,

   C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due lo additional enrollment of reasonably anticipated new resident students.

4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education.
The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will

be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this district may:

A. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and

B. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent-initiated or student-initiated transfer applications governed by this policy.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent's designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as **ATTACHMENT B,** which may be amended by administrative regulation.

Students Seeking a Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy are then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs in which the student state he/she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent's designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

Relocation of Family During Term of Transfer

A student whose family relocates from the school district may continue attendance through the end of school year during or for which the transfer was granted. The student may apply for a transfer for subsequent school years.

Children of District Employees

A student shall be allowed to transfer to a school district in which the parent or legal guardian of the student is employed by the district as defined in OKLA. STAT. tit. 70, § 1-116.

Transportation

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved IF the student resides within the transportation area of this district.

REFERENCE: 70 **O.S.** §1-114

70 O.S. §1-113

70 **O.S.** §5-117.1

70 O.S. §8-101, et seq.

70 O.S. §24-101, et seq.; §24-102

OKLA. STAT. tit. 70 §§ 8-102, 8-103, 8-103.1, 8-113, 13-103

Family Education Rights and Privacy Act Atty.

Gen. Op. No. 87-134, April 1, 1988

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. *THIS POLICY REQUIRED BY LAW.*

225. **ONLINE INSTRUCTION** (Approved 10-7-02) (Revised 12-7-09, 7-15-20)

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Sapulpa Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of ~~a~~ school closure for an emergency. The ~~O~~online total virtual program will follow the typical school calendar. Dates for distance learning shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all students have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma's Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided.

A. Only students who are enrolled in Sapulpa Public Schools shall be allowed to enroll in an online course for credit. For credit recovery purposes, course fees are the responsibility of the student/parent.

B. Students must make application to enroll in online courses through their school counselor or Virtual Coordinator. The principal or Virtual Coordinator shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based courses.

C. The principal or Virtual Coordinator shall evaluate and approve/disapprove all student requests to enroll in courses delivered by means of online instruction. Only those pre-approved enrollments shall be eligible for credit granted by the District.

D. Students earning credit by means of online instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

E. Students may only enroll in online courses, for elementary, at the beginning of each quarter, and for secondary, at the beginning of each semester. Students shall have a grace period for withdrawal from an online course of ~~nine (9)~~ fifteen (15) days from the first day of an online course enrollment without academic penalty. A written request for

withdrawal should be provided to the principal from the student prior to the expiration of the ~~nine (9)~~ fifteen (15) day period.

F. When an approved online instructional course is taken as a make-up credit, students will receive a maximum of 4.0 grade points. Weighted grades can be earned for Advanced Placement courses for first time credit. Students enrolled in online instruction courses will be monitored often and lack of adequate progress with these courses will result in the student's termination of online classes and a change of placement to regular classes offered by Sapulpa Schools.

G. Attendance/participation in an online course shall be monitored in accordance with local district policy.

H. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student.

I. Instructors of online courses shall be: (1) certified in the content area of the course offered, or (2) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

J. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.

K. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in online courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment (see Virtual School Handbook).

SAPULPA PUBLIC SCHOOLS

Office of the Superintendent
511 E Lee
Sapulpa, OK 74066-4633
918-224-3400 Ext. 1101
rarmstrong@sapulpaps.org

Superintendent Designee Letter

During the July 11, 2022 Sapulpa School Board Meeting, the board voted to approve the Superintendent, Rob Armstrong, to appoint designees as Purchasing Agent for Sapulpa Independent School District. Below are all authorized representatives for all Federal programs including E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2022-23 school year.

Program	**Designee**
IDEA 613, 615, 616, 617, 621, 628, 641, 643	Katherine Stufflebeam, Carol Matthews
Federal Programs 511, 518, 541, 552, 596, 571, 572, 722, 788, 789, 793, 795, 797	Donia Doudican, Katherine Stufflebeam, Amy Riff, Stephanie Kiesau, Carol Matthews
Child Nutrition	Hayley Holmes
E-Rate	James Lawrence
All programs	Kenda Terrones

_____ _____

Rob Armstrong, Superintendent Date

_____ _____

Steve McCormick, Board President Date

SAPULPA HIGH SCHOOL

STUDENT POLICY HANDBOOK 2022-2023



3 South Mission
Sapulpa, OK 74066
918-224-6560

Mr. Seth Shibley	High School Principal
~~Mr. Bryan Warren~~	~~High School Assistant Principal~~
Mrs. Kim Leonard	High School Assistant Principal
Ms. Toni Slagle	High School Assistant Principal
Mr. Denzil Stamper	High School Assistant Principal

WELCOME TO SAPULPA HIGH SCHOOL

This handbook is issued so that parents and students may become familiar with policies and regulations of Sapulpa Senior High School. All students are responsible for the information and regulations included and are subject to all rules and regulations set forth by the Sapulpa Board of Education, State Department of Education, and Oklahoma Secondary School Activities Association. The policies and procedures listed in this handbook are not an all-inclusive list. If something is not listed, please, see school board policy listed on our school website.

SAPULPA HIGH SCHOOL MISSION STATEMENT

CHALLENGE, GROW, CONTRIBUTE

THE MISSION OF SAPULPA HIGH SCHOOL

IS TO CHALLENGE EACH STUDENT,

~~TO~~ PROMOTE PERSONAL GROWTH,

AND ~~TO~~ PREPARE THE CITIZEN OF THE FUTURE.

EXPECTATIONS

Students are expected to:

1. Be on time to each class.
2. Bring the necessary tools for work: pencils, pens, papers, books, notebooks, charged Chromebook etc.
3. Complete assignments on time to the best of your ability.
4. Behave appropriately – any behavior that bothers someone else or interrupts the lesson is inappropriate.

Students also have a responsibility to behave appropriately outside the classroom: before school, during lunch, between classes, after school, and at school-sponsored events. Any behavior that is dangerous, unruly, disruptive, illegal, or disobedient is inappropriate.

SCHOOL COLORS

ROYAL BLUE AND WHITE

SCHOOL EMBLEM

CHIEFTAIN

SCHOOL SONG

GUIDING LIGHT AND LEADING STAR
WATCHING, INSPIRING WHERE E'ER WE ARE
E'EN THO' WE SING THY PRAISE TO THE SKY
WE CAN NEVER REPAY YOU, SAPULPA HIGH

TO THY NAME OUR HEARTS RESPOND AND
LEAP TO REMEMBRANCE OF COMRADES FOND:
ALL THIS AND MORE, YOU MEAN TO US, WHY:
BECAUSE WE LOVE YOU SAPULPA HIGH

GENDER EQUITY STATEMENT

Title IX of the Educational Amendments of 1972 is applicable to the programs and activities of the Sapulpa School District. Title IX provides:

> ***"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..."***

The Sapulpa School District is committed to gender equity. To this end, the District prohibits discrimination on the basis of gender, and the Board of Education has adopted a Grievance Procedure which may be utilized by employees, students or parents who wish to assert claims of discrimination. Additionally, the District has appointed a Title IX and Section 504 Coordinator who, among other responsibilities, ensures compliance with the District's legal obligations in the area. The District's Title IX and Section 504 Coordinator is Assistant Superintendent of Human Resources. The Coordinator may be contacted by phone at (918) 224-3400 or in writing at Sapulpa Public School, 511 E. Lee, Sapulpa, Oklahoma 74066. A copy of the District's "Grievance Procedure for

Filing, Processing and Resolving Alleged Discrimination Complaints" may be obtained, upon request, from the Coordinator.

NON-DISCRIMINATION CLAUSE

All programs, positions and services (curricular or extracurricular) are open to students regardless of sex, race, religion, national origin or marital status; however, a student's participation rights may be withdrawn for disciplinary reason (e.g., unbecoming conduct, violation of rules or laws, etc.)

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IMPORTANT PHONE NUMBERS

Superintendent	224-3400
~~High School~~ Principal	224-6560
~~Junior High Principal~~	~~224-6710~~
~~High School Asst. Principals~~	~~224-0770~~
Virtual Learning Lab	216-1500
~~Junior High Counselor~~	~~224-6710~~
~~High School~~ Counselor	224-6560
~~Junior High Attendance Office~~	~~224-6710~~
~~Senior High~~ Attendance Office and Assistant Principals	224-0770
Athletic Director	224-6826
~~Band~~	~~224-0286~~
Bartlett Academy	224-7958
~~Baseball Field House~~	~~224-0352~~
~~Softball Field House~~	~~224-5319~~
Indian Education	224-9322
Cafeteria	227-0448
Nurse's Office	227-5796
~~Bailey Building/Football~~	~~224-3085~~
~~Chieftain Center~~	~~224-6826~~
~~JROTC~~	~~227-1870~~
Service Center	224-7089
~~Soccer~~	~~227-5799~~
Central Tech/Sapulpa	224-9300
Central Tech/Drumright	352-2551

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Sapulpa High School offers a full traditional educational experience along with several options that students may take. The list below shows those other opportunities which are more fully described in the document below.

- Alternative School (Bartlett Academy)
- Online Education (Sapulpa Virtual Academy)
- Turning Point through Central Tech

ALTERNATIVE SCHOOL (BARTLETT ACADEMY)

Students at Sapulpa High School who are having academic and social challenges, may apply to Bartlett Academy. One of the deciding factors for acceptance is that of availability of slots at the school. Bartlett Academy students are not allowed to be on the high school campus unless by special permission from a high school administrator. The only exception is those students using school transportation and they are restricted to the bus loading area only (THE AREA JUST EAST OF THE YELLOW POSTS).

Activities, Procedures For Bartlett Academy Students

Sapulpa High School recognizes that activities are an integral part of the high school experience and that certain significant activities should be available for Bartlett Academy students.

Activities sponsored by the High School Administration have rules and regulations that are to be followed by all students. Some of the rules and regulations governing Bartlett Academy may differ from the High School; however, at High School activities, all Bartlett Academy students and/or their guests are expected to abide by the rules and regulations set forth by the High School (including all dress code rules).

The Bartlett Academy Administration and the High School Administration will screen and approve their students for involvement with high school activities. The High School Administration and the Bartlett Academy Administration reserve the right to refuse admittance of any Bartlett Academy student.

Both High School Administration and Bartlett Administration will work together to supervise joint activities.

ANNOUNCEMENTS

The daily announcements, which contain information important to the student body, will be posted in PowerSchool daily. They will also be available in PowerSchool's Parent Portal. It is the responsibility of each student to stay informed about events posted in the announcements.

ASBESTOS NOTICE (As of August 7, 1990)

In accordance with the Asbestos Hazard Emergency Response Act of 1986, the Sapulpa School District has conducted an inspection and prepared a Management Plan for asbestos containing building materials that may have been incorporated in the school buildings.

Asbestos-containing building materials have been found in several of the school buildings in the district. The district has developed a comprehensive program for removing, monitoring, and repairing these specific areas. A completed Management Plan is located in the Principal's Office of each school and at the School Service Center. ***If you have any questions, please feel free to call 224-7089***.

ASSEMBLIES

During assemblies at Sapulpa High School, students are expected to demonstrate the courtesy, cooperation, and consideration that they have been taught at school and at home. There are always visitors at our assembly programs, and it is a credit to our student body when visitors are able to comment on the courtesy of students toward speakers, performers, and visitors. Students may be removed from assemblies due to behavior deemed inappropriate, or disruptive.

ATHLETIC EVENT BEHAVIOR

At Sapulpa High School we want to promote positive behavior. Cheering at athletic events will be restricted to promoting our athletics and our athletic teams. We want you to cheer for our teams, not against the opponent. Derogatory, demeaning, or degrading remarks that are intended to put down the opponent, game officials, or the opposing fans will not be tolerated. Disciplinary action will be imposed for failure to comply with this policy. Attendance at extracurricular events is a privilege that can be permanently revoked for inappropriate behavior.

(ANY STUDENT WHO EXITS AN ATHLETIC EVENT WILL BE REQUIRED TO PAY AGAIN BEFORE HE OR SHE IS ALLOWED TO RE-ENTER THE EVENT.)

CAREER TECH ELIGIBILITY

Students who have sufficient credits to be classified as a junior or senior may attend Central Career Tech. Acceptance at Central Career Tech is based on various criteria such as attendance, grades, and discipline record at Sapulpa High School. Students may attend Sapulpa or Drumright campus, depending upon the program they select. Transportation is provided to both campuses. With prior written approval from the High School Administration, Career Tech Administration, and parent/guardian, students may drive their own vehicle to both locations. If you have any other questions, please contact your counselor.

CHEATING

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test by fraudulent means. The penalty may be a zero for the assignment or test and no opportunity for makeup. Cheating could also result in disciplinary action.

CLASS OFFICERS

Each class level (sophomore, junior, and senior) has elected officers, which will include a president, vice-president, recording secretary, corresponding secretary, historian, and public relations.

Student officers must abide by these rules and regulations

A. Applicant filing for office must have a cumulative 2.50 grade point average or better and no failing grades on transcript.
B. Applicant must have a “C” average with no failing grades at the time of filing for office.
C. Applicant must be cleared for conduct and attendance.
D. Elected officers are required to maintain regular attendance at meetings.
E. Elected officers who absolutely cannot attend a meeting or an event for any reason should report this personally to the sponsor prior to the meeting.
F. A class officer may not hold an office in Student Council but may participate in Student Council.

Failure to comply with these regulations could constitute removal from office.

CLASS OFFICERS ELECTIONS

Sophomore, junior and senior officer elections will take place no earlier than March prior to the next school year. Two weeks prior to the election each candidate must pick up an election packet from the class sponsor. The packet must be completed and returned to the sponsor by the required deadline. Failure to do so will result in the student not

being allowed to run for office. Once a student has been elected to two offices, he or she is no longer eligible to run for another office.

CLASS RANK

Class rank will be determined at the conclusion of the seventh semester. Class ranking is determined by the student's weighted G.P.A. The Oklahoma State Regents for Higher Education have established the following guidelines for class rank; "The class rank is one more than the number of students in a high school graduating class who have a grade point average greater than the student in question."

Students transferring into Sapulpa High School have equal opportunity for class rank. However, when a student transfers into Sapulpa with honors courses earned in the 9th grade, that student cannot be given advanced opportunity over Sapulpa students.

Example: Student transfers into Sapulpa with three 9th grade honors courses and finishes her/his career with a 4.45 G.P.A. The highest-ranking Sapulpa student has a 4.40 G.P.A.

CONCURRENT ENROLLMENT

Concurrent enrollment provides qualifying junior and senior students an opportunity to gain dual college and high school credit to meet graduation requirements. **To qualify, students must have a 19 ACT composite score (or a 3.0 unweighted GPA), and a 19 or above in the discipline sub-score and complete the required documentation obtained in the counseling office.** Concurrent enrollment courses taken for high school credit must be approved by a principal and counselor prior to the student's enrollment in the concurrent enrollment course. Students may be enrolled in no more than 19 hours between high school and concurrent enrollment. Sapulpa High School courses count as 3 hours per course. Students may be enrolled in 2 travel hours. Students will not receive credit for travel hours. All students must be enrolled in at least one course at Sapulpa High School. The student is responsible for providing the counselor with documentation of enrollment within the first nine days of the semester. If a student fails to attend class, take care of necessary fees, does not complete the course or is consequently dropped from the course, the student will receive "F's" for each replaced class at Sapulpa High School. The grade will be calculated into the student's high school G.P.A. Students who are enrolled in the eleventh or twelfth grade may enroll in a maximum of nine semester credit hours during the summer session at a college or university prior to the junior or senior year of high school. All summer courses will be added to their transcript and calculated into the student's high school G.P.A.

Sapulpa High School Withdraw Procedure for Concurrent Courses

Students enrolling in concurrent courses will be allowed to withdraw from concurrent classes according to the following procedure:

Students enrolled in a concurrent course may withdraw from the course at any time during the semester. Students should be aware of the college's withdraw policy. If a student is wanting to withdraw from a course, they must meet with a counselor to complete the proper paperwork. The course must be replaced with one of the following options:

1. another concurrent course
2. A SHS course (within the first 9 days of the semester)
3. an online course through SHS to be determined based on the date of withdraw.

All courses must be completed by the end of the current semester. Failure to do so will result in a failing grade.

Should a student withdraw or be administratively withdrawn from a concurrent course but fail to notify SHS counselors to enroll in a full schedule, a failing grade will be recorded on the SHS transcript.

If a student withdraws after the drop date given by the college/university, the grade given by the college/university will be transcribed. The student is responsible for being aware of the dates and consequences of withdrawal from the university/college course.

~~Student will be attending _____.~~

~~_____ _____~~

~~Student Signature Date~~

~~_____ _____~~

~~Parent Signature Date~~

COUNSELORS

Sapulpa High School has a staff of highly qualified counselors. The primary function of each counselor is to provide assistance to students in accomplishing three goals: (a) to resolve personal problems, (b) to formulate educational and career plans and (c) to schedule appropriate courses. Since high school is a time to prepare for the future, all students are encouraged to use the guidance services often to insure the greatest probability for future success.

Even though counselors do not function as private therapists in the school setting, they are qualified and available to counsel students in crisis situations. If parents believe their child is in need of more intensive, on-going attention, they may contact any of the counselors for information regarding community services and/or other referral services.

Home Bound Instruction

A student certified by a physician as unable to attend school for two (2) weeks or more because of physical or emotional disability is eligible for home or hospital instruction. Students must submit a homebound application signed by a physician. Applications can be picked up in the Counselor's office. If the student is homebound for psychological reasons, a letter from a psychologist stating the type of treatment the student is receiving is necessary. Girls who are pregnant will be eligible when the doctor and eligibility team determine that, for medical reasons, the student cannot attend school. In the interest of health and safety, homebound students cannot attend extra-curricular activities without prior approval of the School Principal. This includes Prom. Homebound will begin when the parent submits the proper paperwork, the committee reviews and approves the homebound request, and the parent is notified by school officials that the student has been approved for homebound education. The simple act of turning in a homebound application does not result in homebound acceptance.

CREDIT RECOVERY

Students who have failed classes for high school credit may be eligible to pursue their academic requirements through online coursework. If make-up credits are needed to meet graduation requirements, a counselor will be available to assist the student in determining an appropriate method for completing these requirements. For more information please refer to the Virtual Academy Student Handbook.

DANCES

Students who attend school-sponsored dances must be currently enrolled at Sapulpa High School. High School students will be allowed to bring one guest to specified dances, and those guests must be at least a sophomore in high school and under 21 years of age. These dances will be announced in advance. All Sapulpa High School dances will be sponsored by school personnel and all school rules will be enforced, including dress code. **Once a student has entered the building for a dance, he or she cannot leave and re-enter that dance.**

DELIVERIES DURING THE DAY

Because interruptions during class hinder academic processes, school personnel will accept only school-authorized delivery of goods from outside vendors. Examples of unauthorized deliveries include food deliveries, flowers, balloons, and cards.

DETENTION

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate supervisor at the specified time with class work to be studied.

DISCIPLINE

Cellular and Other Electronic Devices

Cell Phones, earbuds, headphones or other electronic devices are not to be used or visible in any building at Sapulpa HS or JH during school hours, from 8:00 am to 3:00 pm. The exception to this rule is that students may use their cell phone at lunch while in the Commons or in the classroom/hallway when given permission by teacher or administrators. If students are using a cell phone without permission, students may receive disciplinary consequences. ~~If the phone is visible whether in use or not, students will have disciplinary consequences. Students will be asked to turn in their cell phone if they ring, vibrate, or disrupt the building or educational environment. Parents may be required to pick up the cell phone from the principal.~~ If a student needs to contact parents, they may ask permission to use the phones in the attendance office.

Identification

All persons must, upon request, promptly identify themselves to any school personnel in the school building, on school grounds, or at school-sponsored activities. Students off school grounds during the school day must identify themselves to school officials upon request. They could also be checked at certain school activities. Refusal to identify or providing false identification will result in disciplinary action.

EARLY DISMISSAL FROM SCHOOL

State law says the school day shall consist of not less than six (6) hours devoted to school activities for any person or persons. This means all students enrolled at Sapulpa High School shall be enrolled in seven (7) classes. No students shall be released early to work unless otherwise enrolled in the work study or internship programs.

EMAIL AND STUDENT'S RESPONSIBILITY

Students are expected to check their school email daily. School email is used to deliver important and timely communication from teachers, administrators, and the district. It is the student's responsibility to keep up with this communication.

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students must be successful in their class work if they wish to participate in any extracurricular contests or activities. Eligibility is checked on a weekly basis. If a student is failing any class for one week, he/she will be placed on probation. If that student is failing any class after two weeks, he/she is ineligible to participate. (This

does not have to be the same class. For example, a student could fail English the first week and math the second.) This includes grades and/or attendance. Students must be academically eligible to participate in any school-sponsored event or activity, including school dances, such as Prom.

FERPA RIGHTS

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

A. The right to inspect and review the student's education records within 45 days of the District receiving a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent FERPA authorizes disclosure without consent.

Directory Information

A. The Sapulpa School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
   1. The student's name;
   2. The names of the student's parents;

3. The student's address;
4. The student's telephone listing;
5. The student's date of birth,
6. The student's class designation (i.e., first grade, tenth grade, etc.);
7. The student's extracurricular participation,
8. The student's achievement awards or honors;
9. The student's weight and height, if a member of an athletic team,
10. The student's photograph; and
11. The school or school district attended before he or she enrolled in the Sapulpa School District.

B. Within the first three weeks of each school year, the Sapulpa School District will publish in a newspaper of general circulation in the area, the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the students' parents or the eligible student at the time and place of enrollment.

C. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

D. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of

records requests unless it states in its annual notification that it intends to forward on request).

Each student and/or student's parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

FIRE/TORNADO/SCHOOL SAFETY DRILLS

Fire, lockdown, intruder, and tornado drills are held at various intervals at Sapulpa High School throughout the school year.

Students should remember these basic rules during drills and in an actual emergency situations:

A. Check for instructions in each classroom (posted on the wall near the exit) indicating what to do in case of a fire or tornado.
B. In the event of a drill or actual emergency, move quickly and quietly (do not run) to the designated safety area.
C. Remember:
    - The warning signal for a tornado will be given verbally by intercom.
    - The warning signal for a fire is the sound of the fire alarm.
    - The lockdown/ intruder on campus signal will be given verbally by intercom.

FLAG SALUTE POLICY

Teachers and principals at Sapulpa Public Schools are authorized and encouraged to include the Pledge of Allegiance in classrooms, assemblies or as a part of other school events. Students whose families or faith object to this practice are not required to participate in the pledge.

GANG ACTIVITY

Any behavior, graffiti, colors, hand signs, tagging, sagging or other evidence of gang affiliation, solicitation, or initiation for gang membership is prohibited. Any effort to

appear gang affiliated (extra long tees, group coordination of colors, etc.) is prohibited. Clothing, jewelry, style of dress (i.e., sagging), etc. representing any gang affiliation is prohibited at school, on buses, or at any school function. Any behavior or activity which threatens the safety or well being of our students or faculty, or which disrupts the school environment is harmful to the education process. Any student who violates this policy will be subject to disciplinary action and may be suspended for the maximum period authorized by law.

GRADUATING WITH HONORS

Students who earn a weighted grade point average of 4.0 and pass a minimum of eight (8) honors classes in their four years of high school will graduate with honors at graduation. These students will be awarded gold cords to be worn during graduation and announced as graduating with honors. Graduating with honors is obtained using the GPA after the first semester of the Senior year.

HALL PASSES

Students must have permission to be in the halls during class time. Official yellow passes or white office requests will be used, and they must be filled out entirely. Hall passes must be visible. Students are expected to report immediately to his/her destination using the most direct route.

HAZING

Sapulpa Public Schools expressly prohibits hazing and/or any activities designed to initiate, on-board, or promote members of any program using demeaning, dangerous, or outlandish means.

21 O.S. § 1190 defines hazing as “an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school…”

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

The law also notes that these types of acts are still considered hazing, even if the victim/participant agrees to engaging in them.

IMMUNIZATION REQUIREMENTS

Oklahoma's School Immunization Law was first passed by the Legislature in 1970. The law was revised in 1976 to extend requirements to all children attending Oklahoma schools and to clarify that school officials are responsible for its implementation. The complete text can be found in Title 70 of the Oklahoma Statutes, Sections 1210.191-193: "Rules and Regulations for Immunization for School Children," as amended in June, 1976.

The State Board of Health for children attending school in Oklahoma requires the following:

5 DPT 3rd immunization after the 4th birthday; if not they need 4
4 POLIO 3rd immunization after the 4th birthday; if not they need 4
2 MMR after 15 months; a 2nd after the 4th birthday
3 Hepatitis B by 7th Grade
2 Hepatitis A by 7th Grade
1 Varicella (chickenpox) of childcare age; if not had disease

Exemptions from the immunization requirements are authorized in the law for medical, religious, and personal reasons. The following is a summary of information concerning these exemptions, including procedures for their authorization:

Medical Exemption

The amended School Immunization Law of 1976 states in Section 1210.193 that any minor child, through his parents or guardian, may submit to the health authority charged with the enforcement of the required immunization program a certificate signed by a licensed physician stating that the physical condition of the child is such that the immunization would endanger the life or health of the child and thus be exempted from the immunization requirements.

Religious or Other Exemptions

Exemptions based on religious or other objections to immunizations are also allowed. The parent or guardian must present a signed written statement briefly summarizing his/her objections.

INDIAN EDUCATION

The Department of Indian Education of Sapulpa Public Schools exists to serve Native American students in this school district. Services are provided in these areas: Indian cultural classes, classroom presentations on Indian culture, tutoring at the elementary and secondary levels. The staff is composed of a Director, secretary, elementary and secondary school and cultural liaisons.

For more information call: (918) 224-9322
Sapulpa Senior High School
3 South Mission
Sapulpa, Oklahoma 74066

INSURANCE

The Sapulpa Public School system does not furnish medical insurance to cover our students. However, the school does provide the opportunity to purchase an insurance policy. Insuring the student is the responsibility of the parents.

LETTERING POLICY

Students interested in information concerning letters should contact the head coach in that sport or the sponsor of that activity. Each sport or activity varies in its lettering requirements.

LOCKERS

Lockers are provided free of charge to students for the storage of school materials and personal items. Each locker is equipped with a built-in combination lock to which only you will have the combination. Students are strongly encouraged not to give combinations to other students or locker with friends because of convenience or location. Keep lockers locked at all times. The school assumes no responsibility for items missing from lockers. Lockers are the property of the school and are subject to search. Should we run out of lockers, there is a chance students will be required to share lockers.

LOST AND FOUND

Students who have lost items at school should first check with the attendance office since all items, such as books, coats and gym bags are taken to the attendance office for safekeeping.

LOST OR DAMAGED BOOKS

Books that have been lost or damaged must be paid for in full. Students should assess the condition of their books when books are distributed and bring any damages to the attention of the teacher. The teacher shall make note of such damage and not hold the student accountable.

LUNCH SCHEDULE

The high school has an open campus at lunch. However, this is a privilege that can be revoked from a student if he or she fails to return to class on time, drives recklessly or creates a disturbance in the community. High School students who choose to stay on campus can eat in the commons or outside. If you need to make up assignments or meet with a teacher you are required to have a hall pass.

Sapulpa Schools takes pride in serving lunch to students who wish to stay on campus. Students can enjoy a hot lunch, fast food, salads or even snacks. Those wishing to eat in the commons must refrain from taking food out of the commons unless they wish to eat outside or have a pass to spend lunch with a teacher.

MESSAGES FOR STUDENTS

Classroom interruptions take away instructional time for all students. To help control this, only messages involving emergencies will be delivered to students.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION

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

Referral

Students enrolled in K-12 who are suspected of having disabilities which may require special education related services may be referred for screening and evaluation.

Screening

Screening activities may include vision, hearing, speech/language and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. No child shall be educationally screened whose parent or legal guardian has filed written objection with the Sapulpa Public Schools.

Second (2^{nd}) through twelfth (12^{th}) grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six (6) months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual student. Written consent of the parent or legal guardian for such evaluation must be on file prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. Before any major identification, location, or evaluation we shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur prior to conducting these activities and shall include the rights of parents under FERPA.

A complete copy of this notice is available in the office of your child's school. For further information, contact Special Services Coordinator - *224-3400.*

ONLINE EDUCATION (Sapulpa Virtual Academy)

The Sapulpa Virtual Academy is a blended approach to education that involves full or partial online delivery of content with some element of student control over the time, place, path, and/or pace of their learning. Any student wanting to enroll in a virtual course(s) at Sapulpa High School of any kind **must apply through their school counselor or the Virtual Coordinator.**

For information regarding virtual programming, please see the Virtual Academy Student Handbook.

PARKING/VEHICLE REGULATIONS

Driving and parking on campus is a privilege, not a right, intended for students who observe vehicle regulations established for the safety and convenience of all. All students driving automobiles or motorcycles to school must have a current year parking permit. Students will need to complete a Parking Permit Application before they begin parking on campus. The application will be emailed out to all high school students one week prior to the start of the school year. The permit can be picked up in the attendance office at the start of the school year. The cost of a parking permit is $10. Permits can be paid in cash at the time of pickup or paid for in advance on the district website. The proper location for the parking permit is hanging from the rear view mirror so that a person outside of the vehicle can read it. If riding a motorcycle, the parking permit is to be placed on the saddlebag or the seat.

When completing the Parking Permit Application, the student will be allowed to select the parking space they wish to park in. Students should only park in the space they selected. Student parking is marked by white stripes. Faculty is marked by yellow spaces. Students are reminded not to park in administration parking and handicap parking. Parking in handicap parking is enforced by SPD and is a mandatory citation. Students will be expected to drive into a parking space, not back into the space. There is no pull through parking. This policy also includes the pull through parking spaces in the back parking lot. Vehicles should be parked legally within the lines. "No Parking" signs must be observed. All drivers shall be licensed drivers and covered by insurance. Vehicles must have a current license tag.

The school is not responsible for automobiles or their contents. No loitering or visitation is allowed in the parking lot. Students must leave the vehicle immediately upon arrival on campus. Speed limits are 10 miles per hour on school campus.

Inappropriate bumper stickers are prohibited on students' vehicles at school. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, stolen property, weapons, any such items that are prohibited by school policy are in the vehicle. Parking in staff or administration parking areas, or any driving violation may result in disciplinary action.

Students in violation of the above parking regulations will have a warning sticker put on their vehicle. Repeat offenders may be towed. On-campus parking privileges may be revoked at any time for rule violations.

PARTICIPATION STATEMENT - HIGH SCHOOL ACTIVITIES

All students who wish to participate in activities at Sapulpa High School are welcomed. Each student is expected to follow the guidelines described here. Our goal is to provide positive experiences for each student that will improve student performance and lead to successful competition as individuals and as a team. Whether in academics or athletics, we want our students to grow and mature in their areas of interest. When a student voluntarily quits a sport or is removed from the team by a coach, the school counselor and a school administrator need to be notified immediately. This does not guarantee that the student's class schedule will be changed.

Grades: (from the OSSAA Handbook)
OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exceptions for only those students participating in non-competitive activities.

A. Semester Grades
    1. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days
    2. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
    3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
    4. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

B. Student Eligibility During a Semester
    1. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Central tech students and all concurrently enrolled students.
    2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
    3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under rule 3 with the first class of the new one-week period (Monday through Sunday).
    4. “Passing grade” means work of such character that credit would be entered on the records were the semester to close at that time.

C. Special Provisions
    1. A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high

school units which are accepted by the Oklahoma State Department of Education.

2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work.
4. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of rule 3, Section 1-a, for the end of spring semester.

Practice And Events

Students participating in any activity are expected to attend practices. Each individual sponsor or coach will have specific practice guidelines and penalties established for missing practices. It is expected that these guidelines will be in writing and will be communicated to the student and parent(s).

A. As a general rule, practices or events will not be scheduled on Wednesday nights or Sundays. Any deviation from this schedule must be cleared with the high school principal at least one week in advance.
B. It is the student's responsibility to notify a sponsor or coach if the student is unable to attend a practice or event. Notification should always be in advance. It is not appropriate or acceptable to be absent from an event or practice without prior notification.

Participation Conflicts

In case of conflicts with other school activities, the following criteria will be followed:

A. Whichever event is a state, division, conference or playoff takes precedence over regular practice or competition. Example: Student involved in state chorus takes precedence over a basketball game.
B. Competition always supersedes practice. Example: Student basketball game takes precedence over choir practice.

C. Actual tryouts supersede practice. Example, tryouts for school play supersede basketball practice.
D. In case of two competitions of equal status, the student will be able to make a choice. Example: Basketball game the same night as a choir contest. No penalty will be assessed due to student choice.

Please discuss conflicts with the sponsors and the school principal, if necessary, in advance.

Travel

All students are expected to ride school transportation to and from events. This is an important part of participation and also allows the sponsors to prepare, arrange, and adjust. We prefer that participants stay at events to support teammates. Students may leave the event with a parent or guardian after providing written communication to the coach or sponsor. In extenuating circumstances, and with written permission from the parent or guardian, a student may be released to leave an event with a specified adult. No student will drive to events, unless prior written approval from the school principal.

Dress And Behavior

Students are expected to follow all school guidelines at school-sponsored events. All school policies are in effect at events at home and away. Students participating in events sponsored by the school are always expected to dress appropriately and follow school guidelines. It is expected that students representing the school will make a positive impact through dress and behavior.

PETITIONS

No petitions for any cause may be circulated in a school building without the approval of the Superintendent of Schools or the Board of Education.

PROGRESS REPORTS

Student academic progress can be monitored using the parent portal on Powerschool.

PROM REGULATIONS

All Sapulpa High School juniors and seniors who are in good academic standing are eligible to attend the prom and may invite one guest. A guest is any person who is not a junior or senior at Sapulpa High School. Students eligible to attend the prom must receive approval from the high school administration to bring a guest before purchasing tickets.

Students below the sophomore grade level are not eligible to attend the prom. Students must be under the age of 21 to attend the prom. All students must be academically eligible per OSSAA guidelines or have zero failing grades per the eligibility list pulled on the Thursday before prom. There are no refunds for students academically ineligible to attend.

Dress Code Requirements For Prom Dresses/Homecoming/Winter Court

A. The skirt or dress shall not be conspicuous or indecent while sitting or standing and must be fingertip length. This measurement also applies to slits in dresses.
B. No clothing which has "see through" material or exposes undergarments in the area from the upper chest to the end of one's fingertips when arms are held at the sides in a relaxed position. "See through material is acceptable for the arms, below fingertips, and neck/collarbone area.
C. Two-piece dresses are acceptable as long as they do not expose the midriff area while standing or moving. This includes "cut-away" dresses where the bodice has pieces or sections cut out.
D. Strapless and spaghetti strap dresses will be allowed if the bodice (top of the dress) is of modest cut. Special attention should be paid to V-cut bodices. V-cut bodices should be extremely modest in length.
E. Backless dresses will be allowed as long as the cut is no lower than the waist and does not extend past your side.
F. Please abide by all other dress code rules as listed in the handbook. Please pay special attention to the policy regarding see-through clothing, hats, sunglasses, etc.
G. There is a great concern on the behalf of the Sapulpa Administration regarding appropriate dresses for our prom. Students are expected to use modesty and decorum in selecting prom dresses. When in doubt in determining the appropriateness of one's dress, please contact school administration in advance of the event.
H. Students, please remember that admittance into the prom will not be allowed if any dress code violations occur.

PUBLIC DISPLAY OF AFFECTION

The school will insist that all couples conduct themselves at all times at school in such fashion that the attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending pupils will have the necessary disciplinary action taken. Examples of public display of affection are kissing, sitting on lap, and hugging.

QUEEN SELECTION

The Homecoming Queen and Winter-Spring Queen selection process will be one and the same. The entire student body will vote for the queens. Queens and their attendants will not be permitted to participate in both Homecoming and Winter-Spring Coronation. Football, Volleyball, Softball, Cross Country, Pings, Color Guard, and Cheerleaders will nominate the candidates for Homecoming Queen. Baseball, Basketball, Golf, Tennis, Track, Soccer, and Wrestling teams will nominate the candidates for Winter-Spring Queen.

A. Any member of the eligible squads, regardless of classification, may nominate all queen candidates (Senior) and all attendants (Sophomore and Junior).
B. The entire student body, according to grade classification, will vote on all candidates and attendants. Sophomores vote for sophomores, juniors for juniors, seniors for seniors.
C. Nominations will be taken and a ballot prepared. The administration will review the list of nominees before their name appears on a ballot. Nominees who have had a serious discipline incident or who have been involved in several incidents or who have been involved in illegal activity may be excluded from the ballot.
D. The Assistant Principal or sponsor in charge of queen selection will count all ballots.
E. Two sophomore attendants will be elected by majority vote.
F. Three junior attendants will be elected by majority vote.
G. Five senior attendants will be elected by majority vote. The senior receiving the largest number of votes will be selected as the queen.
H. If selection cannot be done on the first ballot, a run-off election will be held.
I. Any student who serves as an attendant, escort, or Queen for Homecoming Court cannot be nominated for Winter Court of the same school year.
J. If an attendant or queen chooses not to accept, the next person in the ranking order will be selected.
K. All escorts selected by the Queen and attendants must be approved by Administration.
L. All participants must be academically eligible.

RECOGNITION AT GRADUATION

Special recognition will be given to graduates at graduation exercises in the following manner:

A. In the graduation program, Valedictorian, Salutatorian, National Honor Society students, National Vocational Honor Society Students, graduating with honors, and Top 10% will be identified appropriately.
B. Members of N.H.S., Key Club, N.V.H.S. or other recognized school clubs will be permitted to wear “collars”, or cords to recognize their membership in corresponding organizations.
C. Cords or stoles issued by Native American tribes to their graduating members may be worn as an adornment.
D. Students who earned a weighted grade point average of 4.0 and pass a minimum of 8 honors courses in their four years of high school will be awarded gold cords to be worn during graduation and announced as graduating with honors..
E. The only medals allowed to be worn at graduation will be for valedictorian, salutatorian, academic all-state, academic scholars, foreign language honor society (meeting established criteria), or arts all-state.
F. All students who have earned an academic letter (3.6 G.P.A. or higher) will be duly recognized on the graduation program.

GRADUATION DRESS CODE

The annual Sapulpa High School Commencement Ceremony is a formal event designed to honor the achievement of those students who have worked for many years to graduate high school. As such, it is expected that each student dresses for a formal occasion. If a student is in need of specific clothing items, the student should inform a counselor or an administrator no less than a week before the commencement ceremony is to take place.

The following items are suggested as appropriate formal graduation attire: Hard-collared dress shirt with a tie, dress slacks (dark is recommended), dress, or skirt. Dress shoes. School policy regarding dress and personal grooming applies.

The following attire is prohibited: Denim clothing. Casual or athletic shoes. Any unapproved accessories to the graduation cap and gown including, but not limited to: Hawaiian Leis, pins, and words or messages on caps.

Cultural or Religious Exemptions to the Graduation Dress Code: Cultural or Religious exemptions will be considered by administration on an individual basis. Cultural and religious exemption consideration will be given to clothing and adornments only. Social and/or political statements or symbols will not be considered. Cultural or Religious Exemption Applications may be picked up in the Principal's Office and/or designee. Exemption Applications are Due May 1st.

RECORDS/TRANSCRIPTS REQUEST

To request records (transcripts, testing), you may fill out a request in the Main Office. A 48-hour notice is required for all records requests. For mailing and faxing, please include all necessary information. Requests without a signature of the student or their parent/guardian will not be processed.

REPEATING COURSES

Taking a course over will not remove the original grade from the transcript. All courses taken for high school credit will become a part of the student's permanent record/transcript. The most recent course taken will count toward graduation credit.

SAFETY AND WELFARE OF OTHERS

Sapulpa High School students have a responsibility for the safety and welfare of the school and the students. If a student becomes aware of any situation that could be dangerous or harmful to another student or the school, he/she should report this to an administrator or counselor immediately. This matter will be handled confidentially and tactfully in the best interest of each individual student and the school. Prevention will be the number one objective if a dangerous situation should arise at Sapulpa High School. If you are concerned about your safety or that of your friends or know of a threat to your school, please call law enforcement and school administration.

SCHEDULE CHANGES

Schedule changes for the Fall semester can be requested during the Spring enrollment period. Schedule changes for the Spring semester can be requested during the designated time before Winter Break. Any changes made after the designated times can only be approved by administration for extenuating circumstances. Any schedule

change made to another subject area after will result in a grade of “F” in the course being changed. No credit will be given for the new course.

If a student drops a class and enters another class in the same subject area, credit will be given. This must be approved by the Administration when the schedule correction is made. Students who enroll from outside of the district when there is less than 90% of the time remaining in a semester, will be subject to this policy.

SCHEDULE CORRECTIONS

Schedule corrections must be made by the seventh (7th) day of each semester. Any schedule correction that does not affect graduation requirements must be approved by the administrative committee. Schedule corrections will be limited to extreme circumstances. Students must fill out a schedule correction form from the counselor’s office.

SCHOOL BUSES

For the safety of all the students, each bus rider is expected to behave on the bus. Violation of any of the rules for safe bus transportation could result in the forfeiture of a student’s privilege to ride any school bus for the remainder of the school year.

Students who ride buses should follow these rules of behavior:

A. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
B. Students shall keep their hands, arms, and heads inside the bus.
C. No shouting, roughhousing, or throwing objects on the bus or out the bus window is allowed.
D. Bus riders are expected to be courteous to fellow students and the bus driver.
E. No possession or use of tobacco of any type is allowed on the bus.
F. All directions given by the driver are to be followed.
G. No skateboards or rollerblades are to be brought on any bus.
H. Students are to ride only their assigned bus. If, for any reason, you need to temporarily change and ride a different bus, you must have a bus permission form signed by a principal granting this permission.

SCHOOL CLUBS AND ORGANIZATIONS

Sapulpa Public Schools will annually notify all parents and students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification will be by means of the student handbook and school district’s web site and

must include the name of each club or organization, its mission or purpose and the name of the faculty advisor if known.

Information must also be provided for clubs and organizations formed or created after the annual notification by means of the school's newsletter and the district's web site.

It will be the responsibility of the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

All new clubs must be approved by school administration and be sponsored by a school staff member.

SCHOOL DAY

The building will be open for students by 7:30 a.m. Tuesday-Friday, and 8:00 a.m. on Monday. Students will not be allowed in the building before that time. Students are asked to leave the building and school grounds as soon as possible at the end of the school day, and the building should be completely cleared by 3:15 p.m. No students are to be in the building after 3:15 p.m. unless they are under the supervision of a teacher or administrator.

SCHOOL TELEPHONE USE

If a student has a call to make concerning some type of school activity, etc., they may use the phone in the attendance office with permission. Students should instruct parents to call them at school only on very important matters, in which case the number will be given to the student so that he may return the call between classes. A student will be called out of class to answer the telephone only in cases of extreme emergencies.

SEVERE WEATHER

Sometimes school is canceled due to severe weather. The Superintendent of Schools will make the decision if our school is to be closed. When this decision has been made, it will be announced on KTUL Channel 8, KOTV Channel 6, KJRH Channel 2, KXOJ 1550, KXOJ FM 101, KRMG 740 Radio, and other stations. School closings will be posted on the school web page and School Messenger.

SKATEBOARDS/ROLLER BLADES/LASER LIGHTS

Skateboards and rollerblades use will not be permitted on the school campus at any time, at school activities or on school buses. Laser lights are also prohibited at the school campus and at school activities.

STUDENT AIDES

Senior level students at the high school may apply to be an aide for one period per semester. Students must apply through an application to the building principal. Aides must be in good standing academically, with discipline, and with attendance. They will interview with the building principal, or the principal's designee, and be appointed by the High School administration. Applications may be picked up in the counseling office.

Aides will be expected to be on time and present each period assigned. Student assistants not reporting to their proper assignment will be counted truant and reassigned to another class. They will receive an "F" as student aide, and will get no credit for the reassigned class.

Aides will wear proper identification at all times.

STUDENT EXCHANGE PROGRAMS

Foreign exchange students may be approved by the Superintendent for enrollment at Sapulpa High School if they and their host parents are a part of the American Field Service Inter-Cultural Exchange Program. Students from other exchange programs will be accepted for short term visitations with administrative approval and only under special circumstances. Sapulpa High School will be limited to a total of 2 foreign exchange students in any school year.

STUDENT GRADE CLASSIFICATION

Grades Ten through Twelve:

A. Student grade classification will be determined by the number of credits obtained at the end of the current school year or at the end of the current summer school, if applicable.

B. Credits:

Minimum Units Required	Grade Level
5 credits	Sophomore
11 credits	Junior
17 credits	Senior

STUDENT IDENTIFICATION BADGES

All Sapulpa High School students will be issued an identification badge. Each student will be issued one student ID and lanyard free-of-charge. For identification purposes, all students are required to prominently display their school-issued badge from a lanyard around the neck at all times during the school day (with the exception of extracurricular or physical activities).

Students without an ID badge during the school day will be issued a temporary ID sticker by the attendance office. For each issued temporary student ID sticker, the student will be scheduled to serve a detention before the next school day; continued use of the temporary ID sticker will result in more severe consequences.

The purpose of a student ID is for the immediate identification of enrolled students. Student IDs are not to be covered with pins, stickers, pictures or any other objects, nor should they be altered in any way. In the event that the student ID is lost, damaged, or unusable for any reason, the student will be responsible for a replacement student ID at a cost of $5. Replacement lanyards can be purchased for $5.

Disciplinary consequences will result if a student wears another student's ID. Possession of another student's ID is strictly prohibited.

Student IDs must be turned in if the student transfers to another school, enters the total virtual program, or is suspended from school. Student IDs will be returned upon resumption of on-campus classes.

STUDENT OFFICERS

Due to the immense workload and extensive responsibilities students take on, Sapulpa High School places a limit on the number of offices any student may hold for a club or organization. Sapulpa students are limited to holding office in only **two (2)** clubs or organizations. Further, they are limited to being president in only **one (1)** club or organization. Students will not be limited to membership and participation in any number of clubs or organizations. Special permission to exceed these number limits may be granted by the principal.

STUDENT SEARCH

A student~~'s~~, their bag/purse, their car, and/or their locker will be subject to a search when there is reasonable suspicion to believe that the student may have in his possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, and stolen property, any items that are prohibited by school policy (tobacco products, ~~pager~~, vapes/dab pens etc.), or other contraband. Refusal to allow a

search will be considered an admission of guilt until the search is allowed by school officials. Student searches may be conducted by school administrators while students are on any school property (including a school bus) or while attending school functions, in town or out of town. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

TECHNOLOGY USAGE

Sapulpa High School provides every student with a chromebook for use in the classroom and at home. All activity on the chromebook is the responsibility of the student whom it was checked out to. Any inappropriate behavior committed on the chromebook, whether the action is taken at school or otherwise, will be the complete responsibility of the student the chromebook is checked out to. Students could face disciplinary action when using their Chromebook inappropriately and continued misuse of the Chromebook could result in a student only being allowed use of a Chromebook while at school.

TELEPHONE AND/OR ADDRESS CHANGES

If a student has a change in address or phone number, please notify the attendance office. Changes must be made by a parent/guardian through the front office.

TRAVEL

All students are expected to ride school transportation to and from events. This is an important part of participation and also allows the sponsors to prepare, arrange, and adjust. We prefer that participants stay at events to support teammates. Students may leave the event with a parent or guardian after providing written communication to the coach or sponsor. In extenuating circumstances, and with written permission from the parent or guardian, a student may be released to leave an event with a specified adult.

TURNING POINT

Turning point is an online program run by the Sapulpa Central Tech Office. This program is for students that are behind in their graduation requirements and are willing to work. Students may be referred by their counselor if they have earned 10 credits. Admission into the program is decided by Central Tech officials.

VALEDICTORIANS/SALUTATORIANS

1. Selection of valedictorian

    a. To attain the status of valedictorian, a student must have earned at least eight (8) credits in a weighted course during the 9th-12th Grade and/or Concurrent Enrollment core classes.

    b. Valedictorians will be chosen based on grade point average and ACT/SAT composite score. The grade point average must be a minimum 4.250 and will be determined at the end of the seventh semester. Students must also achieve a composite score of 24 on the ACT or 1220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

    c. All letter grades received during the first seven semesters of high school will be used in determining GPA. This includes activity credits, local summer school, correspondence, and career-tech grades.

    e. Student attendance and conduct records will be considered in the determination of valedictorian recognition.

2. Selection of commencement speaker

    a. One student will speak at commencement as a representative of the valedictorians.

    b. The speaker will be determined by application to a committee consisting of High School staff and administration. Application must include the speech.

    c. The student selected will be the commencement speaker. If the selected speaker is absent from commencement or fails to meet the requirements listed, the speaker will be the student who placed second in the selection process.

3. Selection of salutatorians is based on the same criteria as the valedictorians with the exception that salutatorians will be those students with a grade point average from 4.000 to 4.249 by the end of the seventh semester.

VISITORS DURING THE DAY

Parents are always welcome! The school policy is to accept only those visitors who have legitimate business at the school. Classroom disruptions are strongly discouraged and will be allowed only under extreme circumstances. If a parent would like to visit a classroom for a specific purpose, permission from the principal is needed.

All visitors MUST use visitor parking and report to the respective main office to receive clearance to be in the school buildings. Student visitors will not be allowed to be in the classes during class time.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Sapulpa High School is as follows:

A. Authorization for withdrawal: the parent or legal guardian must accompany student and show identification to the attendance clerk. If parents are divorced, custody papers must be provided.
B. Withdrawal form shall be obtained in the Attendance office.
C. Withdrawal forms must be signed by (a) all teachers, (b) librarian, and (c) counselor. All books and school property need to be turned in at the time of withdrawal.
D. The student is to return to the Attendance office with the completed withdrawal form. Your transcript and immunization record can then be obtained from the registrar. All financial obligations must be cleared before final withdrawal.

CLUBS AND ORGANIZATIONS, SPONSORS, DUTY ASSIGNMENT

Club/Organization	Sponsor	Purpose
Academic Team	Braswell	To promote academic competition and participation
Art Club	McClanahan	To promote the visual arts
Band	Yokum	To promote the instrumental arts
Blue Blazed Marvels	Myers	To promote the vocal arts through music
Color Guard	Howerton	To compete and participate in the visual arts
Debate/NFL	Braswell	To compete and participate in the art of speech and debate
BPA	Greer	To promote and encourage business in schools
FCA	Calip	To enhance education through the spiritual process shared by various athletes
FCCLA	Linder	To promote community involvement in schools
FFA	Rose	To promote the agricultural sciences
NASA	Chupco	To promote and encourage cultural awareness
JROTC	Col. Shannon	To promote teamwork, leadership, and patriotism
Key Club	~~Lusk~~ Hudgins	To promote civic participation in schools
NAACP	Bruner	To promote cultural awareness
National Honor Society	Bacon	To encourage and promote academic excellence
Ping-Pings	Heritage	To promote the visual arts through dance
Spanish Nat'l Honor Society	Boyne	To promote academic excellence in Spanish

Special Olympics	**Lyons**	**To provide an opportunity for special needs students to meet and compete with other special needs students**
Student Council	**~~Deanna Hayes~~ Lusk**	**To promote school wide student participation**
Thespian Society	**Braswell**	**To promote the arts through drama**
Yearbook	**Greer**	**To produce and distribute a school yearbook**
CLASS SPONSORS		
Senior Class	**K. Myers/ Greer**	**To promote and organize Senior class activities**
Junior Class	**Hayes**	**To promote and organize Junior class activities**
Sophomore Class	**Arundell**	**To promote and organize Sophomore class activities**

HS VARSITY SPORTS	HEAD COACH
Football	Timothy Holt
Girls Fastpitch/Slowpitch Softball	Sarah Carriger
Girls & Boys Cross Country	Debbie Williams
Girls Volleyball	Cory Harp
Girls Basketball	Darlean Calip
Boys Basketball	Rick Bruner
Wrestling	Kyle Blevins
Boys & Girls Golf	Andy Tuttle
Boys & Girls Tennis	Karma Sanders
Boys & Girls Track	~~James Burkhalter~~ Jeremy Lusk
Baseball	Steve Irvine
Girls Soccer	Lori Arundell
Boys Soccer	K. Kinzer
Cheerleading	Lindsay Hurst

School Board Policies

204.2 PROFICIENCY BASED PROMOTION (Revised 5-20-13)

Double promotion is discouraged and will only be permitted in unusual circumstances and must have the recommendations of the principal, teacher, and elementary curriculum coordinator with agreement by the parent(s) or guardian. When double promotion is considered the following factors will be evaluated.

-Standardized test scores (Advanced)
-Emotional stability
-Social Development
-Whether or not the academic needs of the student can be met at the present grade level
-Mastery on a grade level Proficiency Based Promotion assessment (Will be available during the months of August and May only)
-Principal/teacher/elementary coordinator recommendation
-Final approval by Superintendent

207. HOME SCHOOL OR NON-ACCREDITED SCHOOL ADMISSION AND CREDITS EARNED (Revised 5-7-01)(Revised 5-7-07)

A. The District welcomes enrollment of students who have been students in non-accredited schools and who have been home schooled. Students enrolling in the District from non-accredited schools and who have been homeschooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that grade the student by the standards of this District=s curriculum and Priority Academic Student Skills adopted by the Oklahoma State Board of Education. Test results will be maintained for at least one calendar year.

B. Students entering the District from non-accredited schools or who have been homeschooled will be required to take academic tests administered by District personnel. The tests will measure the student's mastery of Priority Academic Student Skills and will be written. Pending receipt of

such test results, the administration may allow the student to attend school in a designated alternative or temporary setting.

C. The administration will determine the approved tests which will be used to implement this policy.

D. Grade and course enrollment will be based upon results of placement tests and any other testing information and/or education records deemed to be relevant by the administration. Parental recommendations will be considered, but the District will not be obligated to place a student in the grade or course which the parent believes is appropriate. A parent who disagrees with the placement decision of the school may present a written objection for inclusion in the student(s) permanent folder, and may ask the Board of Education to review those objections. Any review of a placement decision by the Board will be limited to determining whether this policy was substantially complied with by the administration. Such review will not include a review of the merits of the placement decision by the administration. If the Board determines that this policy has not been substantially complied with, then the student(s) placement will be remanded to the administration for compliance with this policy. The decision of the Board, however, will be final and non-appealable.

E. Students desiring to enroll in grades 9 through 12 will provide documentation of completed courses, and the student will be administered tests for all core courses to determine whether high school credit will be recognized. Tests for electives may also be required. The District will not grant high school credit in core subjects of English, mathematics, science, social studies, and foreign languages merely because the student successfully completed such courses in non-accredited schools or through home schooling. High school credit will be granted only if the student scores a grade of at least 60 percent on Priority Academic Student Skills testing. Students will be administered the test corresponding to the last course of a core subject sequence noted on the transcript or record prepared by the non-accredited school or by the homeschooling parent.

F. Course enrollment of high school students will be made on the basis of the administered core subject tests, foreign language placement tests and elective tests, if any.

G. Upon successful completion of the first trimester in the high school, credit will be given for elective courses taken at the non-accredited schools or through home schooling upon presentation of acceptable documentation of course completion or, if believed to be appropriate by the administration, through applicable testing.

H. Only grades earned from another high school accredited by the State Department of Education of Oklahoma or another previous home state will be used in computing grade point averages. Credits that the administration accepts from a non-accredited school or through home schooling will be recorded as either a pass or a fail on District records. Only students earning credits in accredited school districts will be eligible for senior class grade point average recognition at graduation.

I. Placement exceptions to the above regulations may be made at the discretion of the building principal or the Superintendent of Schools, but such discretion must be based upon placement tests, parental recommendations, educational records and other testing information deemed relevant. For children with disabilities, the child=s IEP or accommodation plan team will make individualized decisions concerning appropriate placement information and enrollment issues.

J. Students enrolling from a school in a foreign country will have the transcripts of their completed work reviewed by standards determined to be relevant by the administration, and credits will or will not be granted on the basis of such a review.

210. ACADEMIC LETTER (Approved 11-5-84) (Revised 7-10-06)(Revised 10-10-11)(Revised 5-14-12)

The intent of this policy is to recognize the students who achieve academic excellence and encourage more students to reach higher levels of learning.

A. All grades on the transcript will count toward the academic letter.

B. The grading scale to be used is as follows:

A=4, B=3, C=2, D=1, F=0

The grading scale to be used for weighted courses will be as follows:

A=5, B=4, C=3, D=2, F=0.

C. The first award will be issued after the second semester of the sophomore year, and will be based on the cumulative grade point. The next award will be issued after the second semester of the junior year and will be based on the cumulative grade point. The next award will be

issued after the second semester of the senior year and will be based on the cumulative grade point. The next award will be issued at the end of the senior year for the seniors who have not met the criteria before.

D. The following grade points will be used to determine eligibility:

1. After first semester 10th - 3.8
2. After first semester 11th - 3.7
3. After first semester 12th - 3.6
4. End of 12th - 3.6

E. The first award at whatever grade level achieved will be a letter. A bar, which can be attached to the letter, will be awarded each following year the student earns the GPA at his/her respective grade level.

F. Students earning an academic letter will be recognized at the Academic Awards Banquet in the spring and at graduation.

210.1 SAPULPA HIGH SCHOOL WEIGHTED GRADE SYSTEM (Approved 11-6-2000)(Revised 6-14-10)(Revised 9-14-10)

A. Rationale for a Weighted Grade Scale
   1. Encourage enrollment in college prep courses.
   2. The weighted grade scale will assist in developing a more accurate point average for computing rank in class, scholarships, and valedictorian and salutatorian.

B. Criteria
   1. Each academic department should develop at least one advanced course which is college level in content. These courses will be eligible for the weighted scale.
   2. A review committee composed of the high school principal and the academic department heads shall recommend the courses for the weighted scale, monitor these classes, their requirements and grade distribution. The principal shall serve as chairman of the committee.
   3. The review committee recommendations shall be made directly to the Superintendent or his designee.
   4. The recommended grading system for honors/PreAP/AP courses electives will be a 5.0 scale (A=5.0,B=4.0,C=3.0) for each approved weighted course taken and passed with a "C" grade or above.

5. The following courses are to be weighted:

a. Pre-AP Algebra II
b. Pre-AP Trigonometry
c. Pre-AP Analysis
d. AP Calculus AB
e. Pre-AP English II
f. AP Literature and Composition
g. AP Biology
h. Pre-AP Chemistry I
i. Pre-AP Physics
j. Pre-AP Spanish III & IV
k. AP Language and Composition
l. AP US History
m. AP Government
n. AP World History
o. Honors Advanced Studies III & IV
p. Honors Debate III & IV
q. Pre-AP Biology I
r. Honors Academic Team III & IV
s. Pre-AP English I
t. AP Modern European History
u. Honors Digital Electronics
v. Honors Civil Engineering and Architecture
w. AP Chemistry
x. AP Art

6. At Sapulpa High School, honors/Pre-AP/AP weighted grades can be accumulated in grades 9-12.

210.3 HIGH SCHOOL CREDIT FOR 6TH-8TH GRADE COURSES (Approved 5-4-09) (Revised 6-14-10)(Revised 6-13-11)(Revised 3-12-12)(Revised 2-11-13)

The following high school courses taken at either the middle school or the junior high school are approved for high school credit by the Sapulpa School Board: Algebra I, Art I, Fundamentals of Technology, Drama, Music Appreciation, Spanish I and Spanish II. Sapulpa High School will honor the credit(s).

All high school courses taken at the middle/junior high school level will be automatically placed on the high school transcript unless notice is provided to the

student’s middle/junior high school principal by the student’s parent(s) or legal guardian(s) by June 15th of the student's completed 9th grade school year. Once a course and grade is posted on the high school transcript, it will not be removed.

In accordance with the Achieving Classroom Excellence Act (ACE), it should be noted that Algebra I taken at the middle school level will not count towards the three units of mathematics required for graduation, beginning with ninth-grade student enrolled in the 2008-2009 school year. If a student completes any required courses in mathematics prior to ninth grade the student may take any three units in grades nine through twelve.

221. HIGH SCHOOL GRADUATION REQUIREMENTS (Revised 4-12-12)(Revised 5-14-12)(Revised 8-8-16)

This recommendation is based on the latest requirements handed down from the State Department of Education.

A. Required Subjects

4 units of English Grammar and Composition -
American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I)

3 units of math (including Algebra I)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 unit of Oklahoma History and .5 unit of American Government)

1 unit of Fine Arts. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

1 unit of Computer Education. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

8 electives

B. Required units

Units required for graduation:	Effective 2010-11
State Department of Education	23
Sapulpa Public Schools	23

Students will receive credit for Driver Education.

C. Statewide Student Assessment System Effective July 1, 2016

For the 2016-17 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12

For students entering the ninth grade in the 2016-17 school year, each student must take the assessments included in the statewide student assessment system for 2016-17 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

For the 2017-18 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12
- Assessments may be administered in Reading and Writing in certain grades as determined by the Board.
- A nationally recognized college and career readiness assessment (CCRA) may be administered at no cost to the student as recommended by the State Department of Education and contingent on the availability of funds.

For students entering the ninth grade in the 2017-18 school year, each student must take the assessments included in the statewide student assessment system for 2017-18 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

COLLEGE Preparatory/Work Ready GRADUATION REQUIREMENTS

OKLAHOMA'S PROMISE

A. Required Subjects

4 units of English Grammar and Composition – American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I and two additional Lab Sciences courses of a higher level) For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Of the three units or sets of competencies of laboratory science required, one must be a life science meeting the standards for Biology I, one must be a physicial science meeting the standards for Physical Science, Chemistry, or Physics and one must be from the domains of Physical Science, Life Science, or Earth and Space Science with content and rigor above Biology or Physical Science.

3 units of math (including Algebra I and two additional math courses of a higher level)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 unit of Oklahoma History and .5 unit of American Government)

2 units of the same Foreign Language or Computer Science

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Concurrently enrolled courses, Advanced Placement courses that are approved for college admission are allowed to meet the 1 additional unit or set of competencies.

1 unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

6 electives

B. Required units

Units required for graduation:	Effective	2010-11
State Department of Education		23
Sapulpa Public Schools		23

Students will receive credit for Driver Education.

488. SEXUAL HARASSMENT (see procedure page)(Revised 8-2-99)

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Sapulpa School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board Members of the School District with regard to the issue of sexual harassment:

A. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including Board Members and school volunteers.

B. A Student means any person who is enrolled in any school or program of the School District.

C. In the case of an employee of the School District, A sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by one employee towards another employee which (1) is made an explicit or implicit term or condition of an employee's employment, or (2) is used as a basis for employment decisions affecting that employee, or (3) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

D. In the case of a student of the School District, A sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.

E. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment or vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

F. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.

G. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the Superintendent, Deputy Superintendent, principal, assistant principal, or any Board Member of the School District. If the report of an incident needs to be 400

Section made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any above designated persons. All such reports should state the name of the alleged harassing student, employee or applicants involved, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

H. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

I. The Superintendent, Deputy Superintendent, principal, assistant principal, and any Board Member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

1. obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harassing student, employee or Board Member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
2. take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
3. keep the individual who is allegedly being sexually harassed reasonably apprized, to the extent allowed under federal state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
4. conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

5. based on the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of such activities or incidents, take or recommend the taking of appropriate measures, including but not limited to, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

J. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or nonrenewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

489. GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS AND EMPLOYEES) (Approved 7-7-97) (Revised 4-3-06) (see procedure pages)

A. Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
2. Grievant: Any person enrolled in or employed by the Sapulpa Public Schools who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent or guardian=s complaint or grievance shall be handled in the same manner as a student=s complaint would be.
3. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI and VII of the Civil

Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other State and Federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

4. Respondent: The person alleged to be responsible for the ~~violation~~ alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. Day: Day means a working day when the School District=s main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

B. Pre-filing Procedures - Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

C. Filing and Processing Discrimination Complaints

1. The Grievant submits a written complaint to the Coordinator, as applicable, stating, the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.
2. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant=s requested action; and (c) outline alternatives.

   As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the

Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

3. The Respondent will submit a written answer within 10 days to the applicable Coordinator.
4. Within five days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent=s written answer to the Principal or Other Designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives Respondent's answer.
5. At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
6. Within five days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.
7. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator with five days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
8. Within five days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.

9. The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee=s decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.
10. Within five days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
11. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
12. The applicable Coordinator will notify the Board of Education, in writing, within five days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
13. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within five days of the meeting, the Board will issue a final decision in writing to all parties involved.

D. General Provisions
   1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 120 days.
   2. Access to Regulations: Upon request, the Sapulpa Public Schools shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, or disability.
   3. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee.

Complaint records shall be maintained on file for three years after complaint resolution.

4. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
5. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
6. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

7. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

540.1 STUDENT BEHAVIOR AND SUSPENSION (Revised 5-07) (see procedure pages)

The Board of Education of the Sapulpa School District adopts the following policy and procedures dealing with student behavior:

General Expectations - The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code - The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazings (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device

24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)

25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

SAMPLE DISCIPLINARY OPTIONS:

Detention - Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

Alternative In-School Placement - Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

STUDENT SUSPENSION:

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester/trimester and the succeeding semester/trimester for all other offenses. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT - OF - SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities- and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of

a firearm shall result in out-of-school suspension as provided in the District's policy related to Firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts a-d above. However, no education plan shall be necessary for acts which fall within part "5" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.
District's Obligation:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT - OF - SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit.57, ' 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected.

The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options.

The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-school Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester/trimester and succeeding semester/trimester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date, indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports - The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) SCHOOL DAYS

Right of Appeal - A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:
1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

A direct appeal to the Board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

Hearing the Appeal:
1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:
1. The Board President should:
    a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.

b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The Board President should advise the parents/child:
   a. That they are entitled to legal counsel, if they desire it.
   b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
   c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
   d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
   e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

a. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property: or
b. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Right of Appeal:
A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:
1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

3. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

   The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

   A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The Principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.

5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT - OF - SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole

judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations**.**

540.1.3 STUDENT DRESS CODES (Approved 3-6-06)(Approved 9-12-17)

Grades 6-12

While enrolled in Sapulpa Public Schools, grades 6-12, a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following this policy, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. <u>General Rules</u>

   The following decorations and/or designs (including tattoos and/or brands either temporary or permanent - visible and permanent tattoos/brands

incompatible with the standards set forth herein shall be covered to prohibit their display) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.

- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.

- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, and shall have no holes worn through, slashes or rips above fingertip length (arms straight down in a relaxed position).

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders

- Shirts/blouses must be appropriately buttoned

- Zippers on pants and shirts must be zipped

- Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as

required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

2. Head Coverings/Sunglasses

   Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

   Caps, hats or other similar head coverings shall not be worn to class or within school buildings, unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

   Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

3. Upper Garments

   The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.

   Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. See-through shirts or blouses may not be worn. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

4. Lower Garments

   Undergarments shall not be visible. Pants and shorts shall be worn at the waist (above hips), and shall not extend below the heel of the shoe in length.

   Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted.

   Shorts, dresses and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest

finger on the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position

5. Footwear

   Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, and shower shoes are examples of unacceptable footwear.

6. Accessories

   Jewelry and other accessories shall not convey prohibited messages as defined above. Visible pierced jewelry shall be limited to the ear.

   Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

7. Performing Group Uniform Guidelines

   Uniforms used by parent or school-sponsored groups will be selected by the sponsor with approval by the principal or director responsible, after consultation with the Superintendent or designee. Uniforms should be tasteful and appropriate for the activity. Some approved uniforms may be appropriate for performances or competitions, but not for school attire.

8. Hair

   Students will wear their hair clean and well-groomed. Unnatural colors and/or unnatural multicolored hair will not be permitted. Extreme hair styles that disrupt the educational process or endangers the health and safety of students will not be permitted. Students may be required to alter their hair styles to meet the requirements for participation in activities.

9. Religious and Health Accommodation

   Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student=s bona fide religious practice or belief shall not be prohibited under this policy.

10. Clothing Assistance

    It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the

school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider community resources such as clothing donations from school personnel, merchants, parent organizations, charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.

11. School Policies

Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirements. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parent/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

12. Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district=s *Code of Student Conduct.*

13. Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriate attire.

540.1.4 PROHIBITING POSSESSION OF DANGEROUS WEAPONS IN SCHOOL (Approved 4-13-92) (Revised 4-8-97)

A. In order to provide a safe environment for the students and staff of the Sapulpa School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

B. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Sapulpa School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.

C. For the foregoing reasons and except as specifically provided in paragraph J below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

D. For purposes of this policy, a possession of a dangerous weapon includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

E. A dangerous weapon includes, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife regardless of the length or sharpness of the blade, any pen knife, a credit card knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person. THE FOREGOING LIST OF DANGEROUS WEAPONS IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY

AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS.

F. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

G. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

H. If the Principal or designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:
   1. Immediately investigate the matter and contact the police or campus security, if appropriate.
   2. If not already confiscated by an employee of the Sapulpa School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
   3. Notify the Superintendent of Schools or designee.
   4. Notify the student=s parents.
   5. Cooperate fully with the police.
   6. Attempt to transfer confiscated weapon to the police department, if feasible.

I. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Sapulpa Public Schools.

J. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent of Schools, is required.
K. A student=s inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.
L. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION (Approved 1-13-03)(Revised 4-9-12)(Revised11-11-13)(see procedure page)

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

<u>Student and Staff Education and Training</u>

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's online reporting system found on the District's website or by calling the school.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to
report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying
reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statues, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.
If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

Parental Responsibilities

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative

response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:
· Report bullying when it occurs;
· Take advantage of opportunities to talk to their children about bullying;
· Inform the school immediately if they think their child is being bullied or is bullying
other students;
· Watch for symptoms that their child may be a target of bullying and report those symptoms; and
· Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 *et seq*., the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator.
A copy of this policy will be submitted to the State Department of Education by December10th of each school year as part of the District's Annual Performance Report.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

STUDENT BULLYING PREVENTION AND INTERVENTION

Procedures

In furtherance of the Board's policy regarding student bullying prevention and intervention, the District shall require Prevention and Intervention Strategies, as described below, based on building data, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis.

The District's “Prevention and Intervention Strategies” referenced above include, but are not limited to:

1. Including prohibitions and guidance concerning bullying in the District’s Behavior Response Plan;

2. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such programs identified by the State Department of Education;

3. A school survey to determine the prevalence of bullying, which will take place during the second or third quarter of each school year and a summary of which will be made available to a District office designee; and

4. Establishment of a Safe & Healthy Schools Committee for each school site (K-12) as mandated by the School Safety and Bullying Prevention Act. The Safe & Healthy Schools Committee will consist of at least ten (10) members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. Each Safe & Healthy Schools Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the Board in promoting a positive school climate. The Committee will study the District’s policy and currently accepted bullying prevention programs (available on the State Department of Education website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing

behavioral health resources.

5. The development, posting, and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by District policy;

6. The consistent provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;

7. Inclusion of grade-appropriate, research-based bullying prevention curricula in prekindergarten through high school grades, as compiled by the State Department of Education and which is reported annually using a fidelity checklist to submit to Safe & Healthy Schools Committee members;

8. Training school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.

9. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;

10. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;

11. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students, and involved school staff members;

12. School-wide training related to the provision of a safe school climate;

13. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which may include discussion panels, Safe & Healthy Schools Committee, TAPS, parent involvement facilitators and the like.

As the terms are used in the District’s policy and this regulation, the following definitions apply.

DEFINITIONS:

A. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonable perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts.

Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories:

“Physical Bullying” may include harm or threatened harm to another’s body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional bullying” may include the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

“Social bullying” may include harm to another’s group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the

victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

“Sexual bullying” may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

D. The term “at school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

E. In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. “Good faith” is a state of mind consisting in honesty in belief or purpose or faithfulness to one’s duty or obligation**.**

G. The term “discriminatory harassment, intimidation and bullying” is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION REPORT FORM **(Revised 4-9-12)(Revised11-11-13)**

The Board of Education expressly prohibits any form of bullying behavior by students at school as well ***as active or passive support for acts of bullying*****.** In addition, the Board of Education prohibits bullying behavior by students that does not occur at school, but which causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure.

In Addition:
Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to district policy. Any accusations confirmed to be false will be removed from the falsely-accused student’s file.
Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of student bullying behavior.

Any person may report an issue of bullying or harassment

Today's date: _____/_____/_____ School Site: _____

PERSON REPORTING INCIDENT (optional)

Please indicate your relationship to the target of the bullying (e.g. Parent, teacher, school staff member, etc.)

Name: _____ Relationship _____

Telephone: _____ E-Mail: _____

1. Name of student victim: _____Grade _____ Sex _____ Race_

Name (s) of alleged offender (s) _____Grade _____ Sex _____ Race_

Name (s) of alleged offender (s) _____Grade _____ Sex _____ Race_

Name (s) of alleged offender (s) _____Grade _____ Sex _____ Race_

Date and Time of the Incident (s): _____, _____, _____, _____

Location of Incident (s) _____

(Off school property, athletic event, hallways, cafeteria, classroom, gymnasium, playground, school bus stop, any school sponsored activity, off campus, etc.)

List all witnesses including students and faculty or staff. If Witnesses are NOT students, please include contact information if possible:

Witness: _____ Witness:_____

Witness: _____ Witness:_____

2. Describe in detail the actions or behaviors that you interpret as intentional acts of

bullying or harassment. *The list may include but not be limited to:* Cyber/social network bullying, social isolation or exclusion, physical threats or acts of violence, intimidation, name calling, rumors or slander, taking another person's property.
Place an X next to one of the following:

3. Do you have copies of cyber bullying? Social Network pages, written threats, etc.

☐ No ☐ Yes, but are not attached with this report ☐ Yes and are attached with this report

4. Did Physical Injury result from this incident:

☐ No ☐ Yes, but it did not require medical attention. ☐ Yes, and it required medical attention

5. Was the student victim absent from school as a result of this incident?

☐ No ☐ Yes how many days? _____

6. Has a complaint relevant to this incident been filed before? Where: _____

With Whom: _____ When: _____

7. Has a formal police report been filed with the Sapulpa Schools Campus Police, Sapulpa Police Department or Creek County Sheriff's Office? ☐ Yes ☐ No

8. If yes, please provide the Police Report Number._____

NOTE: If the bullying/harassment include physical assault and battery or sexual assault or battery, threats to kill, or threats that include a weapon, then the Sapulpa School Resource Officer must be notified for preparation of a formal police report.

SAPULPA PUBLIC SCHOOLS
BULLYING INVESTIGATION SUMMARY

Sapulpa Public Schools Board Policy 540.1.7 (Excerpt)
"Require school administrators to identify the appropriate personnel to document, investigate, and review all reports of bullying they receive."

Step 1: Assignment for investigation to site administration

Date Received: _____ Investigator's Name _____

Documentation:

☐ Written statement of student victim
☐ Written witness/bystander statements your *both victim and/or alleged offender*
☐ Written statement of alleged offender investigation to
☐ Written statement of school nurse if applicable
☐ Review of any medical information
☐ Collected and examined any physical evidence if available
☐ Obtained copy of police report if
☐ Written summary of investigation with conclusion
☐ Interview and/or notification of parents/guardians
☐ Intervention Plans –
Victim Offender
Bystander School Community
☐ Follow up Report (See Step 2)

A copy of the Original Report Form, attachments of copies of all written statements, a narrative summary of your investigation conclusions, written correspondence with parents (if applicable) and a copy of the School Intervention *Plan taken to address the problem shall be filed at the school site.*

540.2* STUDENT ATTENDANCE (Revised 4-12-2010)(Negotiated 8-19-13, 8-24-17, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. NOTES FROM HOME WILL NOT BE ACCEPTED. Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or Edgenuity) approved by the school district and are meeting the following attendance requirements:

The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

The student is on pace for on-time completion of the course as required by the school district,

The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, “a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible.” The State Board of Education Rules state “the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contest. State and national contest are those for which a student must earn the right to compete.”(If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments

- Legal matters, including service on a grand, multicounty grand, or petit jury
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the

designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.

E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the fifth absences.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester.
3. Any elementary or middle school student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned throughout the semester and there will be no penalty reflected for attendance.

G. CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

540.6 STUDENT POSSESSION OF WIRELESS TELECOMMUNICATION DEVICES (Approved 10-2-89)(Revised 9-10-01, 11-14-11, 6-8-15)

Sapulpa Public Schools promotes an environment for instructional learning that is safe and secure. The District recognizes the importance of electronic tools as communication and e-learning tools. When used appropriately, these tools can significantly enhance Sapulpa Public Schools teaching and program effectiveness. Therefore, in order to foster digital citizenship, students and staff are required to practice appropriate and responsible use.

A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, Wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse or book bag.

B. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students may use their electronic devices before or after school hours, during passing between classes in school hallways, during lunch, and during class for academic purposes when authorized by site administration and classroom teachers. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action outlined by Board Policy 540 STUDENT DISCIPLINE. On any offense, a

student may forfeit his/her permission to possess a wireless telecommunication device for a time to be determined by the building administrator. Authorized school personnel (School Administrators) shall have the authority to detain and search any student electronic device upon the reasonable suspicion that the student is misusing the electronic device, including suspicion about dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property. Authorized School personnel and classroom teachers shall have the authority to confiscate the device from the student's possession and follow site procedures on transferring and securing the device to Authorized school personnel. Refusal by a student to give the device to school personnel when requested may result in the student being subject to a violation of the student code of conduct.

540.2.2 BUILDING PASSES

Students who leave the campus should check out through the attendance office.

Students having appointments off campus during class time should have their parents notify the office by phone to receive their building pass. Notes are not accepted. If a student leaves the campus without checking out through the attendance office, his/her absence will be recorded as a truancy.

541.1 DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES (Approved 10-3-05)(Revised 4-7-08, 8-08-16)(see procedure page)

Sapulpa Public Schools will comply with the requirements of Federal and State laws and regulations when it seeks to implement the disciplinary removal of a child with a disability. These requirements are outlined in the Special Education Discipline Procedures Manual (see Procedure Page 541.1)

544.1 ILLEGAL AND ILLICIT DRUGS AND ALCOHOL (Approved 8-7-90) (Revised 5-07)

A. Any student using, under the influence of, in possession of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, at any school-sponsored event, or traveling to and from school events will be subject to disciplinary measures, which may include suspension for the remainder of the current semester/trimester and the

following semester/trimester. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.

B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.

C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

544.1.3 STUDENT ACTIVITY DRUG TESTING (Revised 8-3-09)(see procedure page)

A. **Purpose:** To protect the health and safety of extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Sapulpa Public School District.

This policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

Participation in school-sponsored interscholastic extracurricular activities at the Sapulpa Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

For the safety, health and well being of students in extra-curricular activities the Sapulpa Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 8-12. The administration may adopt regulations to implement this policy.

B. **Definitions:**

1. **Activity Student** means a member of any junior high or high school Sapulpa 500 Section Sapulpa Public Schools 2-2007 Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Sapulpa Schools in any extra-curricular activity in interscholastic competition, such as FFA, FCCLA, Academic Team, Band, Vocal, Ping Ping, Cheerleader, Speech/Debate, JROTC and Athletics.
2. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.
3. **Random Selection Basis** means a mechanism for selecting activity students for drug testing that:
    a. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
    b. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.
4. **Illegal drugs** means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. Illegal drugs includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act,

all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. Illegal drugs shall also include alcohol.

5. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term performance-enhancing drugs does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
6. Positive when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
7. **Reasonable suspicion** means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

C. Procedures:

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities.

The consent requires the activity student to provide a urine sample and/or hair follicle (a) when the activity student is selected by the random selection basis to provide a urine sample and/or hair follicle; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for Activity Students will also be chosen by an outside agency on a random selection basis monthly from a list of all Activity Students who are involved in off-season or in-season activities.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use or drug use affect by that particular student. All activity students will be tested prior to participating in their respective sport, activity and/or competition.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Sapulpa Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.
All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with appropriate privacy measures taken. The principal shall designate a school employee of the same sex as the student to accompany the student to a restroom or other private facility with appropriate privacy measures taken. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

D. **Confidentiality** - The laboratory will notify the principal or designee of any positive test. To keep the positive test results confidential, the principal or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or to the lab. The Sapulpa Public School District

will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

E. **Consequences** - Any Activity Student who tests positive in a drug test under this policy or under policy 544.1 “ILLEGAL AND ILLICIT DRUGS AND ALCOHOL shall be subject to the following restrictions:

1. **For the First Offense**:
    a. The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director/sponsor, and principal concerning the positive drug test. At this time the student will be suspended from participation in all regularly scheduled school sanctioned events or competitions for 20% of the season with a two event minimum. Multi event competitions such as tournaments will be counted as one event per day. These consequences will be imposed for all activities in which the student is currently involved. In order to continue to practice/train in the activity the student and parent/guardian must, within five (5) school days of the joint meeting, be enrolled and participating in Sapulpa Public Schools drug education classes. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy. The cost of this test will be absorbed by the student and/or his/her parent/guardian. If parent/guardian and student agree to these provisions, the student will continue to practice/train in the activity. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

    b. These restrictions and requirements shall begin immediately, consecutive in nature. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

2. **For the Second Offense**: A meeting will be scheduled with the student, parent/guardian, athletic director/sponsor, and principal concerning the positive drug

test. At this time a complete suspension from participation in all extracurricular activities for 60 school days will begin. The student may continue to practice/train with the activity following all requirements of the coach/director. The student will be required to submit to three drug tests during the 60 day period and must complete a Sapulpa Public School approved drug counseling program. The cost of the testing and the counseling program will be paid by the student and/or his/her parent/guardian. If the student fails one drug test, is determined to be on violation of policy 544.1,or fails to complete the counseling program this will be considered a third offense and will be subject to the guidelines in this policy.

3. **For the Third Offense**: A meeting will be scheduled with the student, parent/guardian, athletic director/sponsor, and principal concerning the positive drug test. At this time a complete suspension from participation in all extracurricular activities including all meetings, practices, performances, and competition for one calendar year (12 consecutive months). At this time, the activity student will be placed on probation and will be required to provide a urine sample on a monthly basis for a period of 1 calendar year. The time and date will be unknown to the student and determined by the principal/athletic director or designee. The costs of these tests will be absorbed by the student and/or his/her parent/guardian. If the activity student fails one (1) urine drug test during the 1 year probation period, he/she is suspended from all extracurricular participation for the school career.

If the activity student completes the 1 year probation period with 100% clean urine samples and no questions of tampering, the student is eligible to be reinstated to the activity at the discretion of the coach/director as a second offender in the Sapulpa Public Schools Student Activity Drug Testing Policy.

4. The effective timeline for students to be held accountable for each subsequent offense is the remainder of their high school career. Example: If a student commits a first offense in the eighth grade and is randomly tested again in the tenth grade with a positive result, then the second offense is considered to have occurred and the consequences listed in this document will be enforced.

F. **Refusal to Submit to Drug Use Test** A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

G. **Tampering** If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop

the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. If tampering is determined and/or if an attempt to make urine test invalid by lab results, this is an automatic 1st, 2nd, or 3rd offense depending on timeline of activity student.

544.2 MEDICATIONS (Approved 9-6-94) (Revised 4-7-08) (see procedure pages)

A. Purpose

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

B. Definitions

1. For purposes of this Policy, these terms have the following definitions:

   a. "Medicine" or “medications” includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

   b. “Parent” means a parent, a court appointed guardian or a person having legal custody.

C. Policy

1. Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

2. Except as provided in this Policy and in the District’s Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the

student's parent and may result in discipline, including out-of-school suspension.

3. As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

4. The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

5. The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

6. Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

7. Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

    a. Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel;
    b. Procedures for administration, documentation, handling and storage of medication; and
    c. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

8. Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

9. Students who are able to self administer specific medications, such as inhaled asthma medication, or use specialized equipment, such as an inhaler, may do so provided such medication and special equipment are transported and maintained under the students' control in compliance with the following rules:

    a. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.

    b. The parent must provide a written authorization for self administration of medication.

    c. Parents who elect self medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

    d. The written authorization will terminate at the end of the school year and must be renewed annually.

    e. If the parent and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment.

    f. Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.

    g. Students will not be allowed to self administer:

1. Narcotics;

2. Prescription pain killers;

3. Ritalin; and

4. Other medication hereafter designated in writing by the District.

h. Except as otherwise provided by an individual student's school health plan, students may self administer non-diabetes-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.

i. Students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.

j. The parent will provide an emergency supply of a student's inhaled asthma medication to be administered by school personnel, as required by state law.

10. Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

a. Student name (affixed to the container);

b. Ingredients;

c. Expiration date;

d. Dosage and frequency;

e. Administration route, i.e., oral, drops, etc.; and

f. Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

11. Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

    a. Student name;

    b. Name and strength of medication and expiration date;

    c. Dosage and directions for administration;

    d. Name of the licensed physician or dentist;

    e. Date, name, address and phone number of the pharmacy.

12. The parent must provide and maintain the supply of prescription medication for the student.

13. The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:
    a. Date of destruction;
    b. Time of destruction;
    c. Name and quantity of medication destroyed; and
    d. Manner of destruction of medication

    Any and all controlled substances will be destroyed according to state law.

14. The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

a. A legitimate lack of space or facility to adequately store specific medication;

b. Lack of cooperation by the student, parent and/or prescribing doctor and the District;

c. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;

d. Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and

e. The medication expiration date has passed.

931. INTERNET ACCEPTABLE USE POLICY (See also copyright Policy Statement; Use of Technology and Equipment) (Approved 9-7-04)(Revised 4-9-12, 6-8-15)

PURPOSE STATEMENT Sapulpa Public Schools The Independent School District No. 33 of Creek County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, to expand informational and communication resources in furtherance of the District's goal of promoting student learning and educational excellence. The expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District, patrons, and other affiliates. The District may provide these technology resources and/or allow students to use their own personal technology resources for a limited educational purpose: to advance the learning of students and District employees in accordance with the goals and objectives of the District. Users will access the technology resources only for educational, instructional, and administrative purposes. This policy outlines the users rights and responsibilities that are assumed with use of the District resources.

The Internet provides access to vast storehouses of information and instant communication with millions of people all over the world. Material is available on the Internet that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District will take available precautions, such as firewalls and content filters, to restrict access to inappropriate material. Under no circumstances are the users to attempt to bypass the firewalls, and/or content filters. All information system and technology resource users (students, staff and Board

members) will be held responsible for appropriate use of the resources as outlined in policy and procedures. Inappropriate use or abuse of District and/or Personal technology resources shall result in disciplinary action.

There shall be no legitimate expectation of privacy or right of privacy in any use of District resources, including access to District technology resources through Personal technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of District and/or Personal technology resources.

Electronic communications are considered part of the District's business records and are subject to the provisions of the Open Records Act, Title 51, O.S. §24A.1. The

District believes that the value of the information and interaction available on the Internet outweighs the possibility that students and employees may procure material which is not consistent with the District educational goals. While it is impossible to control all material available on the Internet, the District has installed filtering software to block material deemed inappropriate. This filter is in compliance with the Children's Internet Protection Act. Filtering guidelines are driven by educational need and access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material.
Internet access is coordinated through a complex association of government agencies, regional, and state networks. The efficient operation of the network relies upon the proper conduct of the end user and the user's adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical, and legal utilization of network resources. If a District user violates any of these provisions, the user's account will be terminated and future access could be denied.

Network and Internet Access - Terms and Conditions

ACCEPTABLE USE The use of the District system, whether by students, faculty, guests, or staff, will be monitored by district personnel and must be in support of education and consistent with the educational objectives of the District. The transmission or receipt of any material in violation of United States or state law or regulation and the transmission or receipt of any material inconsistent with the educational objectives of the District is prohibited. This includes, but is not limited to:

a. **Libels**, meaning making a false statement about a specific individual, which tends to harm the individual's reputation.
b. **Promotes group defamation and hate**, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national

origin, gender identity or preference, handicapped condition, or advocates illegal conduct or violence or discrimination toward any particular group or people. This includes racial and religious epithets, slurs and abuse.
c. **Displays or promotes unlawful products or services**, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minor.
d. **Disrupts school operations**, meaning material which, on the basis of past experience or based upon specific instances of actual, or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.
e. **Contains material which is vulgar, lewd, indecent, or obscene**, meaning material which, taken as a whole, (1) an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language and (2) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

PARENT/GUARDIAN CONSENT FOR STUDENTS In order for a student to gain access to the District system, the student's parent/guardian must be provided a copy of the Network and Internet Acceptable Use Policy and sign the Student Internet/Computer Release Agreement requesting that his/her child be given Internet access under the terms and conditions described in this policy. Parents/guardians may withdraw their consent at any time. There is, however, a wide range of information available through the Internet, which is not appropriate for access by minors, has no educational value, or does not meet with the particular values of the families of the student. The District system contains devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that students will not be exposed to inappropriate material through their use of the Internet. Therefore, the District believes that parents/guardians bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents/guardians to discuss with their children what material is and is not acceptable to access through the District system.

PRIVILEGE OF USE The District Network and Internet access is a privilege afforded to students, staff, and employees of the District. Inappropriate use as defined by the terms of this agreement may result in a cancellation of those privileges and/or disciplinary actions. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's Information Technology Director or Administrative representative to be inappropriate under particular facts and circumstances.

INAPPROPRIATE OR EXCESSIVE USE Each system user will comply with all District policies governing Network and Internet access and to abide by generally accepted

rules of network etiquette. E-mail and network resources are to be used to further the educational process. Students, guests, or staffs who violate these policies shall be subject to school and/or criminal action. These general rules include, but are not limited to, the following:

1. Appropriate Language: Do not use abusive language in messages to others. Be polite. Do not use obscene, profane, vulgar, rude, or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.

2. Student Safety Usage: Do not reveal personal contact information about yourself or another person. This information includes telephone numbers and addresses. Do not use the Internet to arrange meetings with persons met online. Users will promptly disclose to the teacher, Information Technology Director, or another member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. The user will also recognize threatening behavior as cyber bullying. The user will not become a victim or perpetrator of cyberbullying. The user will report any threats made against them to a teacher or administrator. Users found to be perpetrating cyberbullying will be disciplined appropriately. Teachers will implement age appropriate activities and/or dialogue which will address appropriate online behavior.

3. Electronic Mail: Electronic mail (e-mail) is not a private communication. The District and system administrators have access to e-mail, e-mail accounts, and network activity. Accessing personal, home email accounts and/or use of social media should not interfere with the performance of an employee's duties. Messages relating to or in support of illegal activities may be subject to criminal penalties.

4. Network Resources: System users should not use the network in a way that will disrupt the use of the network for other users. The network is to be used for educational, professional, and career development. Storage of personal files on district resources is discouraged.

5. Non-Educational Media: Students are prohibited from transferring non-educational media through the District network. This includes, but is not limited to: software, games, video, and music (MP3 files). The downloading or use of software products that are used for data capturing is strictly prohibited.

6. Personal Equipment: Users are not allowed to use personal equipment (including laptop computers) to access the District's network without prior permission from the Information Technology Department. However, guest network access will be available to students enrolled in online courses or other visitors attending professional meetings. Individuals who are given permission to use personal equipment to access the guest

network agree to waive any right to privacy which may exist in any file, data, E-mail, or other information that may be contained on the hardware.

7. Servers: There are many servers available for use throughout Sapulpa Public Schools. When server use is appropriate, students/staff will be advised as to how to access the server and will be given appropriate credentials. It is a violation of law to access or attempt to access servers without authorization. Violations will be criminally prosecuted.

8. Intellectual Property: In order for the District to encourage compliance with copyright law related to software, users shall not install any software, update, or copyrighted works without receiving explicit written permission from a member of the Information Technology Department.

LIMITATION OF LIABILITY The District makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for damages which you may suffer through use of the District system, or the Internet, including, but not limited to, loss of information or files or interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for financial obligations, which may be incurred through use of the District system.

SECURITY Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual accounts and should take precautions to prevent others from accessing those accounts. Under no conditions should a user provide his/her personal password to another person. If a potential security problem has been identified on the District system or the Internet, the District Administrator must be notified immediately. Unauthorized access to network resources or user accounts will be treated as a serious offense and may result in the termination of network rights. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

VANDALISM Vandalism of District hardware, software or the system itself will result in cancellation of privileges and/or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or actions that disrupt, or "crash" all or a portion of the District's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence

to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system.

INAPPROPRIATE MATERIAL Access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:

1. Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and when an average person, applying contemporary community standards would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

3. Vulgar, lewd, or indecent material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religion, gender, age, national origin, veteran status or disability. This includes racial and religious epithets, slurs, insults and abuse.

6. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

APPLICATION AND ENFORCEABILITY The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Use Policy executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this Acceptable Use Policy. The system user acknowledges that any violation of this acceptable use policy may result in access privileges being revoked and/or disciplinary action being

taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.

SAPULPA VIRTUAL ACADEMY

STUDENT POLICY HANDBOOK

~~2021-2022~~ 2022-23



Admissions Policies

1. **Student Populations That May Be Served by Sapulpa Virtual Academy (SVA):**
    a. Any students, grades (~~PK~~ K-12), who ~~reside and~~ are enrolled in the Sapulpa School District.
2. **Basic Requirements:**
    ~~a. Students must reside in the Sapulpa School District.~~
    b. Students must be enrolled in the Sapulpa School System.
    c. Students have ~~nine (9)~~ fifteen (15) calendar days at the beginning of each semester to exit the SVA.
    d. Students must be enrolled "Full-Time" at Sapulpa Public School
        i. Total Virtual: 7 Online courses throughout the semester for grades 8 - 12 and 6 online courses throughout the semester for grades 6 - 7.
        OR
        ii. Hybrid: Any combination of traditional, online, tech, or TCC classes that are equal to on-campus class requirements.
3. **Technology Requirements:**
    a. A chromebook will be provided for use for all students.
    b. Students must use the provided chromebook when using the onsite virtual lab.
    c. Students may use any device of their choice when working away from the virtual lab.
    d. Total Virtual Students are expected to have convenient access to the internet away from the school. If internet access is not available, families may apply to receive a MiFi from the district.
4. **Enrollment Process for Students:**
    a. Students or parents must contact the virtual coordinator to notify him/her of interest. Contact may be made through online "application", hard copy application, email, phone call, or visit at school. After ~~nine~~ fifteen school days, students must get permission from their principal.
    b. New Student is then enrolled into the program.
    c. Counselors determine courses needed.
5. **Academic Year**
    a. SVA will follow the Sapulpa Public School Calendar
    b. Semester courses must be completed by the end of each term.
6. **Add/Drop**
    a. When a student is added to the SVA, grades will be handled like any other "transfer" grade according to the Sapulpa Public School Policy. There may be an option to take a proctored prescriptive test for more accurate placement.
    b. Students have ~~nine (9)~~ fifteen (15) calendar days at the beginning of each semester to exit the SVA.
7. **Appropriate Behavior and Use of Technology**
    a. SVA students must sign the Technology Acceptable Use Code of Conduct included in the application.

8. **Dismissal from the Program**
    - **a.** The Virtual Coordinator may dismiss a student at any time from the SVA if the student has violated the contractual agreement and/or has been found to be out of compliance with any other Sapulpa School District rules, policies, and/or the following:
        - **i.** Violation of Virtual Academic Agreement Form
        - **ii.** Violation of Appropriate Behavior and Use of Technology Contract
        - **iii.** Violation of Technology Hardware Contract

9. **Hybrid students:**
    - **a.** Will be able to work from the Virtual Lab or the Commons.
    - **b.** Will be able to leave campus with a signed permission slip from guardians.
    - **c.** Will not be under direct supervision of a teacher during hybrid hours.
    - d. If students fall behind and/or are not passing coursework, they will be required to work from the Virtual Lab until assignments are on track and/or grades are passing.

<u>Academic Policies</u>

1. **Online Attendance/Adequate Academic Progress**
    - a. Students enrolled in online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws.
    - b. Students will maintain a regular schedule of logging on and accessing courses.
    - c. If the virtual learning platform is not accessed for 10 consecutive days or the student falls behind 20% or more, the student's course may be disabled and the student may be dismissed from the SVA and dropped from the district rolls for “Non-Attendance”.
2. **Students will keep up with readings, course assignments, homework, quizzes, and tests.**
3. **Students will submit assignments, quizzes and tests in a timely manner according to the course calendar.**
4. **Students will work independently and understand that permanent dismissal from the SVA may take place for violations of plagiarism, cheating and fraud.**
5. **Students will communicate with teachers and other students in a professional manner in accordance with the “Internet Acceptable Use” policy. The sending of offensive messages or pictures will not be sent, displayed, or downloaded. District harassment policies apply.**
6. **Students will respect the rights and privacy of others.**
7. **Students will only use their assigned password/ID and will not trespass into the files, folders, or work of other users.**

8. **Students will follow all Sapulpa School District Rules and Policies while logged on and participating in an online course.**
9. **Sapulpa Virtual Academy reserves the right to proctor any Tests/Cumulative Exams.**
10. **Progress Reports**
    - **a.** All students enrolled in the SVA will have access to their Progress Report, via the online learning platform.
    - **b.** Parents may access the Progress Report of their student by providing an email address to the virtual coordinator.
11. **All courses will have a mastery level of 60%**
12. **Grading**
    - **a.** A letter grade will be posted on the transcript when course work is complete.
      A (90-100)
      B (80-89)
      C (70-79)
      D (60-69)
      F (0-59)
      NC (No Credit)
13. **Recognition of Credit**
    - **a.** Congruent with the Sapulpa School District's policy on credit, each semester course is worth (.5) credit.
    - **b.** Appropriate high school credit will be granted for completion of the course.
    - **c.** This credit will count toward high school graduation requirements.
14. **Transfer Credit**
    - **a.** Congruent with the Sapulpa School District policy with transferring credits and grades.
15. **Academic Integrity**
    - **a.** Rules and policies regarding cheating and fraud are the same as set forth in the Sapulpa School District policy.
    - **b.** Disciplinary action will be handled by the Virtual Coordinator and/or the site principal.
16. **Technology Access**
    - **a.** Students may use their own computer or the chromebook provided.
17. **Special Education**
    - **a.** When making an application, a committee (virtual coordinator, Director of Special Services and/or IEP team) will meet to determine eligibility on a case-by-case basis based on the educational appropriateness of online learning for each student.
    - **b.** Support for personnel and accommodations set forth in a student's IEP or Section 504 Plan will determine whether or not the SVA is educationally appropriate.

18. School Sponsored Extra-Curricular and Co-Curricular Activities

- **a.** Students enrolled in the SVA may participate in extracurricular activities sponsored by the district in which they are enrolled in accordance with the state law regulations governing as set forth in 70.O.S.§ 1-1(C)(8).

19. End of Instruction Exams

- **a.** Students enrolled in online courses must participate in required state-level academic assessments in the same manner as other regularly enrolled students within the state.

BARTLETT ACADEMY

Student Handbook

2022-2023



SAPULPA PUBLIC SCHOOLS

BARTLETT ACADEMY
603 South Park, Sapulpa OK 74066
Office 918.224.7958
Fax 918.224.0049

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Faculty and Staff

NAME	POSITION	EMAIL	PHONE	EXT.
Ashley Tselee	Principal	atselee@sapulpaps.org	918-224-7958	2354
Debbie McMunn	Building Secretary	dmcmunn@sapulpaps.org		2350
Rhonda Thompson	Counselor/ Electives	rthompson@sapulpaps.org		2362
Christy Anderson	Therapeutic Counselor	cscott@sapulpaps.org christy.scott@creoks.org		2355
~~Tim Abel~~	Math Teacher	~~tabel@sapulpaps.org~~		~~2365~~
Kyle Bloomer	Social Studies Teacher	jbloomer@sapulpaps.org		2366
Carl Fisher	Science & Technology Teacher	cfisher@sapulpaps.org		2358
Alisha Kirk	Language Arts & Art Teacher	akirk@sapulpaps.org		2359
Ryan Wright	Language Arts & English Electives	rwright@sapulpaps.org		2360
~~Michelle Bowdle~~	Special Education	~~mbowdle@sapulpaps.org~~	~~918-224-6560~~	~~2727~~
OTHER IMPORTANT NUMBERS				
Robert Armstrong	Superintendent	rarmstrong@sapulpaps.org	918-224-3400	
Johnny Bilby	Assistant Superintendent	jbilby@sapulpaps.org		
Beverly Woolery	Director of Transportation	bwoolery@sapulpaps.org	918-224-7089	
Hayley Holmes	Director of Child Nutrition	hholmes@sapulpaps.org		
Seth Shibley	High School Principal	seshibley@sapulpaps.org	918-224-6560	
Dru Dixon	Junior High Principal	ddixon@sapulpaps.org	918-224-6710	

SCHOOL HOURS

	MONDAY	TUESDAY-FRIDAY
OFFICE	7:30 am - 4:00 pm	7:30 am - 4:00 pm
BREAKFAST	8:20 am - 8:40 pm	8:00 am - 8:20 am
LUNCH & ENCORE	10:48 am - 11:28 am	11:03 am - 11:43 am
DISMISSAL	2:40 pm	2:40 pm

INTRODUCTION TO BARTLETT ACADEMY

Bartlett Academy ~~staff works very hard to develop an~~ has an atmosphere based on kindness, mutual respect, trust, and accountability. ~~Many of our students have had negative experiences or significant lack of success in school before they come to us, so we strive to give them a fresh start with the slate wiped clean.~~ Bartlett Academy utilizes many tools to help our students find their own path to success. We offer ~~This is a program where the staff utilizes innovative teaching techniques, offers~~ greater access to counseling and support, more individualized courses of study, flexible scheduling, lower student-teacher ratios, and a more supportive classroom atmosphere.

The goals of the program include a reduced drop-out rate, an increase in the number of academic credits earned, a decrease in the number of absences, a decrease in the number of classes failed, an increase in the student grade point average, an improvement in standardized test scores, a reduction in behavioral problems, and college and career readiness for each student. ~~In addition, we are all working toward approval of the program by parents, students, school administrators, district teaching staff, stakeholders, and employers.~~

~~The teachers who work at Bartlett Academy are all highly experienced Alternative Education teachers who truly care about all of their students, who are flexible and open-minded, and who know how to lead all willing students toward academic success. Classes are designed to challenge each student's abilities while remaining accessible to all.~~

Our Mission is to educate and support ~~teenagers~~ students through a "whole person" approach to education. ~~who have had difficult experiences in the traditional school system or have a different learning modality that can be better served through alternative means.~~ Bartlett Academy provides a responsive education system and learning climate for non-traditional students. Our focus is on delivering educational, social, spiritual, cultural, and psychological services to youth. Bartlett provides a forum for learning the necessary skills to become productive citizens in our community and our world as a whole. Therapeutic interventions will be used to assist our students in reaching their goal of graduating from high school and becoming productive, capable, and caring young adults.

Bartlett's core instruction focuses on real life, authentic learning and assessment. Students will be engaged in exploring their interests and developing projects that align with their interests. Student voice and choice are important to the staff as well as providing relevant, real life application of education. Students are encouraged to collaborate with each other, explore their interests, use technology, and expand their minds and ideas.

~~WHY DO WE HAVE A HANDBOOK?~~

- ~~This handbook is issued so that parents/guardians and students may become familiar with policies and regulations of Bartlett Academy.~~
- ~~This handbook is an outline of a student's responsibilities.~~
- ~~We feel strongly that one person's freedom should not infringe upon another person's freedom.~~
- ~~This handbook is a general guideline and should not be considered all inclusive.~~

~~Throughout the handbook you will see references to BOE POLICY (number). This handbook provides a brief overview of some of Sapulpa Public Schools Board of Education (BOE) policies, and how they apply in this program.~~

~~We strongly recommend that you read the BOE Policies that are available on the Sapulpa Public Schools website. Go to DISTRICT, click on Board of Education, then click on Policies.~~
~~Or, you can go directly to: https://www.sapulpaps.org/district/board_of_education/policies~~

Referral and Application Process

REASONS FOR REFERRAL

Excessive Absence	Academic Deficiencies	Physical /Mental Health Issues
Behavioral Difficulties	Low GPA / Credit Deficiencies	Tobacco Use Violations
Excessive Disciplinary Issues	Excessive Tardies	Social Anxiety
Emotional/School Adjustment	Lack of Motivation	Juvenile Justice Involvement
Difficulty Paying Attention	Dress Code Violations	Anger Management Issues
Fighting w/Peers	Depression	Court Ordered
Defiance of Authority	Substance Abuse Issues	Frequent Moves
Homeless	Pregnant/Parenting Teen	Self Mutilation
Bullying/Harassment	Grief/Loss Issues	Low Self-Esteem

REFERRAL AND INTAKE PROCESS

- To be considered for Bartlett Academy, students must be enrolled in Sapulpa Junior High or Sapulpa High School.
- Students must be referred to Bartlett Academy by a Sapulpa Jr./Sr. High School Administrator or Counselor.
- Students must obtain a Bartlett Academy Application packet from the Counselor. Applications ~~may~~ are to be turned into a Sapulpa Jr./Sr. High School Administrator or Counselor~~, or dropped off at Bartlett Academy~~.

- Each student and parent/guardian will be expected to fill out an application for referral (to be considered for our program). Incomplete paperwork/applications will not be considered for review.
- The Bartlett Academy Advisory Team will meet to review applications in order to determine which candidates will be referred to our program. Priority level for referral will also be determined.
- After the Bartlett Academy Advisory Team meets and reviews the applications, students are either offered an interview to further the application process, referred elsewhere, or placed on a waiting list.
- The Interview Process: Parents and students will be required to interview with Bartlett Staff to determine if the student's needs can best be served at Bartlett Academy. Parents and/or guardians are a valued part of their child's education team and parent/guardian participation throughout their child's enrollment is required if the student is to be admitted to Bartlett Academy. After the interview process, the parent will be notified if the student will be admitted, declined or put on the waiting list.
- Program entry is always voluntary. Some students may be required to sign supplemental contracts to address specific concerns (attendance issues, discipline issues, limited academic success, etc.).
- If at any time, the student becomes disengaged in learning (over a period of time), has excessive absences, becomes uncooperative, disruptive to the learning environment, a discipline problem, and/or the parent/guardian is unresponsive or uncooperative in their child's learning, the student may be released to their home school, placed in the district's virtual program If this happens, the student may, if deemed eligible by Bartlett Academy staff, to reapply to Bartlett Academy. At this time, the application process will start over.

WAITING LIST

- As openings occur in the program, the waiting list will be reviewed by the Principal at Bartlett Academy. Current grades, discipline, and attendance checks are often conducted at this time to determine which students currently need the program the most and which are more likely to benefit.
- The "Waiting List" is fluid and ever changing and depends on priority of need. In addition, special circumstances may impact the waiting list.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Bartlett Academy is as follows:

1. Withdrawal form shall be obtained in the Secretary's office.
2. Authorization for withdrawal:
   The parent or legal guardian must accompany the student.
3. Withdrawal forms must be signed by all teachers, the secretary, and the principal.
4. All books, chromebooks and chargers need to be turned in at the time of withdrawal.
5. All financial obligations must be cleared before final withdrawal.

RE-ENTERING THE PROGRAM

Students who leave or are dropped from Bartlett Academy due to excessive absences, behavioral issues, academic deficiencies, or other unproductive issues may be placed on the Waiting List and will have to wait one full Term or longer to return. These students may be scheduled an opportunity to appear before the school's teaching staff, counseling staff, and administration of Bartlett Academy to explain why they wish to re-enter the program and to update the staff on any changes in their situation which might affect their performance and

commitment to the program. Students who are allowed to re-enter will be placed on a Last Chance Contract and will be monitored very closely or may be referred to another program such as Virtual School.

NON-DISCRIMINATION CLAUSE

All programs, positions and services (curricular or extracurricular) are open to students regardless of sex, race, religion, national origin or marital status; however, a student's participation rights may be withdrawn for disciplinary reason (e.g., unbecoming conduct, violation of rules or laws, etc.)

~~ABOUT OUR PROGRAM~~

- ~~One reason for Bartlett's small size is so each student can work individually.~~
- ~~Bartlett instructors require the same amount of work as regular school, but the structure of the curriculum is different.~~
- ~~A prescribed level of mastery in each subject is required, and students may be pre-tested and post-tested so that they are not taught material that they have already mastered.~~
- ~~The teachers at Bartlett Academy recognize that each student has individual learning styles. Therefore, it is our goal to provide every opportunity to ensure that each of our students is pre-\tested on knowledge he/she receives through appropriate and realistic methods/techniques for academic success.~~

DAILY SCHEDULE AND MEALS

BELL SCHEDULE

MONDAY		
	TIME	MINUTES
BREAKFAST	8:20 - 8:40	20
PERIOD 1	8:44 - 9:44	60
PERIOD 2	9:48 - 10:48	60
LUNCH	10:48 - 10:58	10
ENCORE	10:58 - 11:28	30
PERIOD 3	11:32 - 12:32	60
PERIOD 4	12:36 - 1:36	60
PERIOD 5	1:40 - 2:40	60

TUESDAY - FRIDAY		
	TIME	MINUTES
BREAKFAST	8:00 - 8:20	20
ADVISORY	8:20 - 9:05	45
PERIOD 1	9:09 - 10:04	55
PERIOD 2	10:08 - 11:03	55
LUNCH	11:03 - 11:13	10
ENCORE	11:13 - 11:43	30
PERIOD 3	11:47 - 12:42	55
PERIOD 4	12:46 - 1:41	55
PERIOD 5	1:45 - 2:40	55

ADVISORY CLASS

Every student is assigned an Advisor when they enter our program. Their Advisor will work with them throughout their academic career at Bartlett Academy. On Tuesdays through Fridays, students go to their Advisory Class to give and receive updates on academic progress, discuss current issues, receive special instruction (Project Based Learning, guest speakers, etc.).

Advisory Class is extremely important because it prepares the students for the day, and it is a place where they can get updates on their individual grades, help with current projects and issues, and a variety of other things that will affect their success. Students do get a grade and credit for their participation in Advisory Class.

PASSING PERIODS

Students should take care of their business, between classes, during passing periods. This includes making phone calls, using the restroom, dropping off assignments to other teachers, going to lockers, etc. If you think it will take you longer than the passing period allows, drop by your next class and tell your teacher what you are doing so they don't count you absent or tardy.

ENCORE

Encore is the time after lunch that students in grades 10-12 may leave campus, if they have permission to do so. Students in grades 8-9 may go outside, but they must remain on campus. If a student needs to make up time, they must remain in the Commons area and be doing school work.

Notice: Students who are habitually late returning from Encore on time may lose their off-campus privilege.

MEAL PRICES

	Reduced	Full Price
Breakfast	$ .30	$1.75
Lunch	$ .40	$3.00

- *Charging breakfast and/or lunch will not be allowed.* Money can be placed into an account for each student. Students must have money in their account or in-hand to purchase their meal.
- Breakfast/Lunch is brought in from the Sapulpa HS cafeteria, but you are welcome to bring your own lunch.
- Students will be notified when their meal account gets low in funds.
- *Parents are ultimately responsible for ensuring that their child has the money and/or resources to eat while they are at school.*
- Eating breakfast and lunch is strongly encouraged. It's hard to learn when you're hungry.

- ~~You need to make arrangements for lunch immediately in the morning, upon your arrival at school.~~ Meals are ordered through a Google Form that students can access from their Advisory Oasis class. Orders for that day's lunch and the following day's breakfast must be submitted no later than 10am each morning.
- Students will not be allowed to bring their lunch back from Encore and eat during class time. Therefore, make sure you have time to eat what you ordered and then make it to class on time.
- Students who leave campus for Encore should understand that this is a **privilege** and may be revoked if they do not behave responsibly while off campus or if they fail to return to campus on time.

See Appendix A, Child Nutrition Notice, for more details.

ACADEMICS

TERMS

Bartlett Academy is an accelerated program. We offer four Nine-Week Terms per year. The same amount of instruction and work is required in the Term as would be required in a regular 18-week semester.

GRADUATION REQUIREMENTS

Upon enrollment in the Bartlett Academy Program a Graduation Ladder (credit check sheet) will be developed. This will identify current status regarding credits earned and credits still needed to graduate. Each student's progress will be consistently monitored to track progress. Students and/or their parent/legal guardians will receive periodic updates on their academic progress.

CORE CURRICULUM GRADUATION REQUIREMENTS

Units Required	Subject/Course Name
4	4 Credits of English
3	3 Credits of Science (Biology I + 2 other)
3	3 Credits of Math (Algebra I + 2 other)
3	3 Credits of Social Studies
2	2 Fine Art Credits
8	Electives
23	Total Credits

COLLEGE PREPARATORY/OKLAHOMA PROMISE REQUIREMENTS

Units Required	Subject/Course Name
4	4 Credits of English
3	3 Credits of Science (Biology I + 2 other)
3	Algebra I, Geometry, Algebra II
3	3 Credits of Social Studies
2	2 Years of Same Foreign Language or 2 Years Computer Technology
8	Electives
23	Total Credits

TESTING REQUIREMENTS

In addition to meeting course requirements for graduation students MUST take state mandated tests. These tests are required by the Oklahoma State Department of Education and must be completed before graduation. Additional information and details will be provided to students and parents as the testing window approaches, usually after Spring Break.

8th Grade
Required tests for 8th grade include: ELA, Math, and Science

9th Grade
Beginning with the class of 2023, all 9th grade students will be required to take the US Naturalization Exam. Students must receive a score of 60% or better in order to meet this graduation requirement.

11th Grade
Required tests for 11th grade include: ACT with writing component, Science and US History

ADDITIONAL GRADUATION REQUIREMENTS

In addition to testing and required courses, students must also meet the following State Requirements for graduation:

Personal Financial Literacy Objectives - students at Bartlett Academy will earn this graduation endorsement by completing the elective course, Personal Financial Literacy.

CPR Training - students at Bartlett Academy will receive this graduation endorsement by the end of their senior year through training with the District Nurse, Lori Garden. Training sessions take place at least once per term (or nine-week period).

COURSES OFFERED AT BARTLETT ACADEMY

	8th Grade	**9th Grade**	**10th Grade**	**11th Grade**	**12th Grade**
English	English 8th	English I	English II	English III	English IV
Math	Pre- Algebra	Algebra I	Geometry	Intermediate Algebra	
Science	Earth Science	Physical Science	Biology I	Any two of the following courses: Environmental Science, Zoology, Anatomy, Physiology	
Social Studies	US History 8th	Oklahoma History and Government	World History	US History	
Electives	The following electives may be taken during various grade levels: English Electives: Creative Writing, Film as Literature, Sci-Fi/Dystopian Literature, Digital Production Media Math Electives: Math of Finance (this course can also be a math credit). Science Electives: Environmental Science, Zoology, Anatomy, Physiology Social Studies Electives: Current Events Required Electives: Art I & II, Computer Applications I & II, Personal Financial Literacy (These electives are required for graduation) General Electives: Life Skills, Marriage and Family Life, ROTC, Academic Achievement, Study Skills, additional electives available via online course offerings.				

CAREER TECH

- Students who have sufficient credits to be classified as a Junior or Senior may attend Career Tech.
- Acceptance at Career Tech is based on various criteria including attendance, grades, and discipline records.
- Students may attend the Sapulpa or Drumright campus, depending upon the program they select. Transportation is provided to both campuses.
- Detailed information will be provided to eligible students during the school year. Students may ask the counselor or principal for further details.

STUDENT PROGRESS/STATUS

Individualized instruction is available for all students as needed; however, students are expected to perform to the very best of their abilities. Failure to do so may result in the student being dropped from the program or him/her being referred to other education options (such as Virtual School).

Parents or legal guardians may contact Bartlett Academy staff at any time to check on a student's progress. You may call and leave a message for the teachers if they are in class. Preferably, you may email your student's teacher by using the email addresses located in the front of this handbook or going to the school website which is found on the District website. Teachers will notify parents if failure seems imminent.

Parents should keep careful track of student's absences and be aware that students may not receive academic credit if the student fails to attend at least 80% of the time (no more than 5 absences per Term). Students who fail classes due to lack of attendance seriously jeopardize their opportunity for continued enrollment at Bartlett Academy. See the Attendance section of this handbook.

CLASS OPTIONS

Alternative education students are offered a variety of scheduling options. Students are allowed to take a smaller or larger number of classes than traditional students according to their unique situation. This will be determined by the Principal at Bartlett Academy. For example, some students may not be able to cope with a full day of classes and may need an abbreviated school day. Conversely, students may be allowed to take extra classes so they can catch up on their credits. Approved students may also have the option of taking Independent Study courses in addition to the standard courses for the day.

Credit Recovery classes can be added into the student's daily schedule to work on courses which students have previously failed. Students who need credit recovery may also enroll in Virtual courses (requires approval from the Principal).

PROFICIENCY BASED EDUCATION (Versus Traditional Seat Time Requirements)

Our program provides our students with the opportunity to earn more credits typically earned in a semester or year. We do this by providing students with a list of requirements (syllabus) for every course which may include: bookwork, worksheets, projects, tests, research papers, oral presentations, computer applications, etc. which are skill based. The syllabus is structured to meet State Standard Requirements. In addition, some type of Project Based Learning will be incorporated into each course. In order to earn credits the student must meet each

requirement for that course (level of mastery) set forth by the teacher. This allows our students the opportunity to work at their own pace toward earning the number of credits they need to graduate from high school.

HOMEBOUND INSTRUCTION

When a student is seriously ill, injured, or otherwise incapacitated, Bartlett Academy has the option of developing a short-term homebound instruction plan. Also, in rare instances, homebound instruction may be deemed appropriate for a student who is temporarily unable to function in the Alternative educational environment. This type of instruction is developed on an individualized basis and is offered only if other options have been exhausted and if it can be done without overburdening Bartlett Academy Staff. This option will be the exception to the rule and used only in very dire circumstances. This option may be determined appropriate by Bartlett Academy's Principal and Counselor.

If the student's situation calls for a long-term homebound instruction program, this should be requested through the district's Special Services Department.

For additional information, see Academic Probation and Cheating and Homework in the Expectations and Rules section of this handbook.

SPECIAL SERVICES, ACCOMMODATIONS, AND OTHER

SCHOOL ACTIVITIES

Activities sponsored by the high school administration have rules and regulations that are to be followed by all of our students. Some of the rules and regulations governing Bartlett Academy may differ from the high school; however, at high school activities, all Bartlett Academy students and/or their guests are expected to abide by the rules and regulations as set forth by Sapulpa High School, or their home school.

The Bartlett Academy administration will screen and approve our students for involvement in high school activities or at their home school. In addition, the Bartlett Academy administration will be responsible for providing a list of approved students to the high school administration approximately five (5) days before the activity. Home school administration and/or Bartlett Academy administration reserve the right to refuse admittance of any Bartlett Academy student.

Furthermore, supervision at these activities is to be provided for high school students by high school administration. Supervision for activities sponsored by Sapulpa High School, in which Bartlett Academy students wish to participate, will be provided by Bartlett Academy administration.

The following are approved activities for Bartlett Academy students:

- Homecoming Assembly
- Senior Circle
- MORP
- Prom
- Senior Assembly & Picnic
- Graduation Practice & Graduation Exercises
- Snowball (Winter Dance)

Special programs scheduled throughout the school year at the student's home school may be attended by Bartlett Academy students. Prior permission from the administration of the student's home school and Bartlett Academy administration will be necessary. Students who choose to violate this arrangement may be suspended from participation in future activities and/or from school.

COMMUNICATION AND CONFIDENTIALITY

The entire staff meets at least one day a week to discuss student progress, to share ideas and concerns, and to explore possible interventions and support to assist our students to be successful in school and life.

Students should expect that information concerning them will be treated with respect for their privacy. However, staff members have a duty to report information concerning students who intend to hurt themselves or others to appropriate persons or agencies.

COUNSELING AND CRISIS MANAGEMENT

Should a crisis develop in a student's academic program or personal life, the entire staff at Bartlett Academy is available for consultation and counseling as well as the on-site Therapeutic Counselor provided by CREOKS. A problem-solving approach is taken to help students learn how to deal with problems and to help remove barriers to learning. In some cases, outside agencies may be contacted to assist/support the student. We have certified counselors on staff at all times. Students should feel free to talk to any teacher, the counselor, or the principal about issues that are affecting them. Confidentiality is strictly observed here, and we seek to HELP our students however we can.

SENDING SCHOOL PRIVILEGES

When a student is referred to Bartlett Academy they remain a student of their sending school in the following ways:

- Grades are reported and recorded
- Bus transportation is provided when needed
- Demographics stay on file at sending school
- Receive their diploma and transcripts from their sending school
- Can participate in graduation exercises with their class
- Can participate in senior activities with their class
- Can participate in their sending school athletics (with approval)
- Can attend extra curricular activities of their sending school

These privileges depend on the student's enrollment status. Students who are currently under suspension from their home school may not be allowed to participate in, or attend, any school functions.

Students who are suspended are not allowed on any of the Sapulpa Public School campuses.

COLLEGE DAYS

Seniors will be allowed two (2) days to visit colleges or universities. You must have approval two (2) school days in advance. Forms will be available in the main office. Underclassmen are not permitted to participate in college visits.

INDIAN EDUCATION SERVICES

The Department of Indian Education of Sapulpa Public Schools exists to serve Indian students in this school district. Services are provided in these areas: Indian cultural classes, classroom presentations on Indian culture, a resource lending library, tutoring at the elementary and secondary levels, and a Secondary Resource Advisor.

For more information:

Director of Indian Education Services: Kayla Chupco
Woodlawn Annex
1125 E. Lincoln Ave.
Sapulpa, Oklahoma 74066
(918)-224-9322

SPECIAL CONSIDERATIONS

- *The faculty will always retain the right and will be flexible in order to adapt to student needs.*

- Students and parents/guardians need to understand that each child enrolled at Bartlett Academy comes to the program with his/her own individual problems and needs.
- It is our goal to work with parents/guardians, grandparents, social workers, or significant others involved in our students' lives in order to provide a comprehensive support system so that they can be successful academically, socially, emotionally, culturally, and psychologically.
- Parental involvement is an important key to success for our students.
- *The Administration reserves the right to deal with each child on an individual basis. What is best for one child may or may not be in the best interest of another.*

ATTENDANCE

ATTENDANCE

~~Someone said, "90% of success is simply showing up," and we believe it.~~ Attendance is extremely important. Students who attend on a regular basis are more likely to be academically successful. We give every student a chance to attend Bartlett Academy regardless of any previous attendance difficulties a student may have had in a previous school setting. However, if a student is unable to attend regularly, that student is placing their opportunity to attend Bartlett Academy in jeopardy.

- A student should not be absent more than five (5) times per Term (9 weeks).
- Students who have ten (10) consecutive ~~unexcused~~ unverified absences may be dropped from the Bartlett Academy program. At this time, students may be dropped from the program and reassigned back to their home school. Students, if deemed eligible, may be allowed to reapply for Bartlett Academy.
- We feel that it is important to assist our students in learning important Life Skills. Great attendance in school encourages great attendance at work. Great attendance at work means you get to keep your job. Keeping your job means you get to buy and do things you enjoy. Attending now prepares you for attending throughout your life.
- However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours.

ABSENCES

VERIFIED ABSENCES

A verified absence is when a parent/guardian calls the attendance office to verify that the student will not be in attendance. Reasons for a verified absence include:

- Personal or family illness
- Medical appointments
- Legal matters, including serving on a grand, multicounty grand, or a petit jury
- Extenuating circumstances deemed necessary by the principal
- Observance of religious holidays required by a student's religious affiliation

The student is responsible for making arrangements with the teacher to obtain any work missed during the absence and completing it by the arranged time determined by the teacher.

TRUANCY

A truancy is when a student is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include:

- simply missing school without permission
- obtaining a pass to go to a certain place and not reporting there
- becoming ill and staying in the restroom instead of reporting to the main office
- leaving class without permission

- leaving school without permission, etc.

Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. If a student is truant, he/she will be ineligible to participate in any school activity that day or night. Multiple truancies can result in legal consequences.

UNVERIFIED ABSENCES

An unverified absence is when a parent/guardian does not notify the attendance office of an absence or the absence does not align with the list of reasons noted above. These absences, along with truancies, count towards the students allotted number of absences.

LEAVING SCHOOL (CAMPUS)

Students who need to leave the school campus during the school day must check out through the main office. Parents or legal guardians must verify and approve the student's need to leave. Leaving school without permission from parent/guardian and Bartlett Academy staff is classified as Truancy and may lead to a Truancy Ticket, detention, suspension, or dismissal from the program.

If a student is asked to leave the building by Bartlett Academy Administration because of inappropriate behavior, OR if the student chooses to leave without permission— regardless of the amount of time left in the school day — it can be counted as a truancy and may result in other disciplinary action to be taken. Parents/guardians will be notified.

OFF-CAMPUS LUNCH POLICY

Sapulpa Public Schools identifies students in grades 8 and 9 as Junior High Students and grades 10-12 as High School Students. Bartlett Academy maintains an open campus lunch policy for high school students in grades 10-12. Students in grades 8-9 are not allowed off campus once they arrive, unless checked out by an adult parent or guardian per the district release policy. In order for high school students to be allowed off campus, the students need to have a signed permission form by their parent/guardian on file with Bartlett Academy. Forms are found in the office.

TARDIES

The staff at Bartlett Academy believes that it is an important life skill for our students to learn punctuality (being on time). Therefore, we plan to assist our students in learning the importance of getting to school on time and making it to each of their classes on time.

- It is vital that students arrive to class on time and be prepared to do work. Written documentation from an appropriate staff person must be provided in order to excuse a tardy to class.
- Our bell schedule allows for passing time, bathroom breaks, locker stops, and drink/snack retrieval. Therefore, choosing to be tardy may result in detention.
- *Students who choose to be more than ten (10) minutes late for class will be counted absent for that entire class period.*
- Tardies may be "forgiven" if there is a valid reason, such as: you are extremely ill (established by a phone call from parent), auto accident (confirmed by police report or phone call from the officer), dentist and doctor appointments (confirmed by a note

from the dentist/doctor), counseling sessions (note from counselor is required), court (a note from the court clerk or judge is necessary for it to be excused).

- Excessive tardies may result in a student being dropped from the Bartlett program. In this case, students may be placed in Bartlett Academy's Virtual School Program or referred back to their home school, and/or required to go before a review committee made up of Bartlett staff to determine next steps which may include being dropped with or without a chance to reapply for the program.

ATTENDANCE CONFERENCE

Students choosing not to attend school on a regular basis make it apparent that attending Bartlett Academy is not a top priority to them. Therefore, if a student reaches the maximum allowed days for absences, a conference between the student, parent/guardian, and the Principal (or other designated staff person) may be scheduled. During the conference the student may be placed on an Attendance Contract. Should the student fail to meet the requirements of the attendance contract, a conference will be scheduled to explore alternative options, such as: returning to sending school and/or enrolling in the district's virtual program, entering a GED program, or applying to Central Tech's Turning Point program.

Students who have Individualized Education Plans (IEP) or 504 Plans who have excessive absences may be referred to the IEP or 504 Team (Collaboration Team). The Collaboration Team can make the determination whether excessive absences are related to the student's disability or handicapping condition and make accommodations accordingly.

MAKE UP WORK

Students are expected to make arrangements with their teachers to complete missed assignments.

~~SPECIAL CONSIDERATIONS FOR ABSENCES~~

~~If a student exceeds the allotted five (5) days absences per Term, the student may petition for special consideration (exemption) of the absence(s). This is put into place to provide a safety net for unusual or unforeseen circumstances which encompass major life events beyond the immediate control of our student(s). Students should pick up the petition form from the Secretary.~~

~~The petition must be in writing and filed with the Principal no later than the last day of the current Term. Each petition will stand on its own merit. Therefore, the petition for exemption will be accepted or rejected by the Attendance Appeal Committee after careful consideration of all circumstances surrounding the absence. The decision made by the Attendance Appeal Committee regarding each petition is final. Absences for school-sponsored activities will not be counted against the minimum attendance requirement.~~

ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your student's absence. NOTES FROM HOME WILL NOT BE ACCEPTED. Parents are encouraged to have their student log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the

student's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the principal.

~~MAKE-UP TIME~~

~~The staff at Bartlett Academy understands that things happen in our lives that prevent us from being on time and attending school every day of the school year. However, just because a student becomes ill, chooses to be absent from school, or is tardy to class does not excuse that student from his/her responsibility to make up lost time.~~

~~In some cases, students may be allowed to make up class time following serious injury, major illness, accidents, or other unavoidable situations. Makeup time for Unexcused absences may not be allowed.~~

~~*Failure to make up time shortly after the absences may result in the loss of the student's position at Bartlett Academy.*~~

- ~~Students are expected to make arrangements to make up time on the same day, or as soon as possible after the absence or tardy.~~
- ~~Students will be supervised by staff during make-up time.~~
- ~~Students must be working on school work in order for the time to count.~~

~~Options available for students to make up time: Before Family Meeting, during Encore, or after school.~~

ATTENDANCE INCENTIVES

Students with good attendance will also be rewarded. Rewards will be determined by the Principal, sometimes with suggestions from the students, and be based upon the amount of activity funds available.

REPORTING OF NON-ATTENDING STUDENTS

We work with the Sapulpa Police Department and the Creek County Sheriff's Department to assist our students in choosing to make school a priority in their lives. It is our policy to report any student who fails to maintain attendance in Bartlett Academy's program. A report will be filed with the District Attorney's office and the Department of Public Safety.

Failure to maintain regular attendance in school may result in the student losing his/her's driver's license. Failure to maintain regular attendance in school may result in the District Attorney's office investigating the circumstances surrounding the lack of attendance by the student. Consequences may include involvement by the court system and may affect the student's parents.

For more information regarding the district attendance policy, see Appendix B: District Attendance Policy.

EXPECTATIONS AND RULES

ESSENTIAL EXPECTATIONS

1. Be Respectful
2. Be Responsible
3. Be Ready to Learn

These three Rs umbrella the expectations for students at Bartlett Academy. Students are expected to respect themselves first, then fellow students, as well as all adult staff, visitors, or anyone else. Students are to be respectful of all things, too. Students are expected to be responsible with their actions, personal and school property, and responsible with anything else. Students are expected to come to school READY TO LEARN. Being ready to learn means coming to school every day, on time, with the proper attitude and necessary supplies such as chromebook and charger, paper, pens, pencils, etc.

RULES FOR GENERAL BEHAVIOR

One of the most important phases of a child's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude for intellectual development. The following is a partial list of infractions which are not tolerated at school:

- Inappropriate language or gestures
- Disrespectful talk or writing about/to peers or faculty and staff, gossiping, or spreading false information/rumors
- Aggressive behavior or fighting
- Encouraging and/or instigating aggressive behavior or fighting
- Cheating and/or plagiarism

DEMOGRAPHIC INFORMATION

Each student enrolling at Bartlett Academy must complete a student Intake packet. Any changes in address, phone numbers, emergency contacts, etc. must be made available to the office immediately. In case of illness, disciplinary action or other emergency, it is necessary for parent/guardian to provide at least three contact numbers that will remain on file in the office. Only those people listed on the provided demographic information sheet will be allowed to pick up or meet with our students.

Exemptions to this would include: DHS caseworkers, counselors, therapists, probation officers, law enforcement officers, or other representatives from the court system.

CAMPUS RULES

- Once students arrive for the beginning of the school day, they must stay in attendance. Students may leave campus when the last class of the day is dismissed and the bell rings.
- Any student who leaves campus without prior permission from staff is automatically absent for that entire day. Parents will be notified and a truancy ticket may be issued.

- We do have an open campus lunch policy for grades 10-12. Students in grades 10-12 are allowed to leave campus for Encore as long as they have a permission form on file signed by their parent/legal guardian.
- Leaving campus for Encore is a privilege and may be revoked at any time if unsafe situations occur or students begin to abuse the privilege. Off campus privileges may be revoked for individual or all students if deemed necessary by the principal.

INTERNET ACCESS

Bartlett Academy students have access to the boundless opportunities provided by the Internet. However, all of the information and resources available cannot be classified as appropriate or educational. Therefore, each student will sign an Internet Use Policy agreement, which provides guidelines for their use. *YOU MUST READ THE INTERNET ACCEPTABLE USE POLICY 931.* The policy details all the rules and regulations regarding use of the Internet.

For more information regarding the Internet Usage Policy is Appendix C: Internet Acceptable Use Policy

CHEATING

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test by fraudulent means. The penalty will fit the crime and may result in loss of grades, loss of credit, and/or suspension.

ACADEMIC PROBATION

Students who choose not to complete satisfactory work in class and/or homework assignments, have failed to make up missed assignments, or have failed multiple courses may be placed on an ~~Last Chance~~ ~~Agreement~~ Academic Contract. A conference with the student and the student's parent/guardian may be necessary to explore available options regarding continued enrollment in Bartlett Academy's program. Failure to meet the requirements of the Academic Contract may lead to suspension or being dropped from the Bartlett Academy program.

HALL PASSES

- Students must have permission to be in the halls during class time.
- The Pass must be visible at all times as evidence of permission.
- ONLY ONE student will be allowed out of any one teacher's classroom at any given time. Students who are out of their assigned class without a pass are subject to disciplinary action.
- Students who leave the campus must check out through the main office.
- Students having appointments off campus during class time should have a parent notify the office by phone.
- If a student leaves the campus without checking out through the main office, his/her absence will be recorded as an absence. Parents/guardians will be notified.

CLASSROOM POLICIES

Every instructor has their own classroom rules and expectations.

- Find out what each instructor will or won't allow. Please follow each teacher's rules.
- The use of headphones is at the discretion of each individual teacher.

~~Teacher~~ Detention Referral Form

It is important that each student comes to school with a positive attitude and the determination to learn. Teachers have the option to help students recognize bad habits with an assigned detention via a ~~Teacher~~ Referral Form. This is a ~~short~~ digital form which the teacher can use to identify poor behavior such as not working in class, leaving class without permission, cussing, etc. ~~The teacher will ask the student to sign the form to recognize that they have been told by the teacher about the behavior.~~ ~~*The Principal and/or the Counselor will determine appropriate consequences (such as in-house detention, working Encore, time-out away from other students, detention after school, suspension, or other creative consequences deemed appropriate by the Principal/Counselor).*~~ The date and time of the detention will be determined by the student and the teacher. Options for detention include: AM DETENTION (Tue-Fri 7:30-8:00am), PM DETENTION (Mon-Fri 2:40-3:10pm), and with principal approval, LUNCH DETENTION (held during Encore time). If the student does not select a date and time for detention, one will be assigned to him/her by the teacher. If a student does not attend the assigned detention, the teacher overseeing that detention session will make an office referral to the principal where further disciplinary action will take place.

Continued and/or excessive referrals to the Principal and/or Counselor will be taken into consideration. Suspension from school may be suitable consequences. Excessive suspensions may result in the student being long-term suspended and/or dropped from our program.

SPECIAL NOTICE ABOUT BEHAVIORS

There may be times throughout the school year when personalities and/or unforeseen and/or uncontrollable life circumstances may affect the dynamics of a classroom. During such times, it will be at the discretion of the Principal and/or Counselor to assess the situation and determine the appropriate path or placement option for those student(s). This may include: temporarily relocating a student to a designated area for a period of time, allowing the student to take a time-out, relocating student to a different class, rearranging the student's schedule, or any other option deemed appropriate and in the best interest of the student by the Principal and/or Counselor.

~~*KEEP IN MIND: We are all here to take care of each other.*~~

HOMEWORK

- Students come to Bartlett Academy because they want and need to learn.
- Many times, students come to Bartlett Academy because they are behind in credits. Therefore, it requires more work both in school and at home to catch up.
- It is your responsibility to complete assignments in a satisfactory manner and turn them into your teacher upon completion.
- Students assigned homework will be responsible for completing assignments in a satisfactory and timely manner ~~prior to Family Meeting the following morning~~. If you have not completed enough work, to the satisfaction of the teacher, the teacher may assign detention ~~after school (or in the morning for those who attend Tech)~~.

Bartlett Academy Administration reserves the right to make arrangements for special circumstances and/or unforeseen emergency situations. However, these situations will be rare and based on individual student needs.

LOST OR DAMAGED ITEMS

- Books or electronic devices such as Chromebooks, tablets, Ipads, computers, etc, that have been lost or damaged must be paid for in full.
- Students should pay the Secretary in the main office. NOTE: keep the receipt in case the book or electronic device is found.
- Students should check the condition of their books or electronic devices when they are distributed and notify the teacher immediately if there is evidence of damage so they can make note of any damages.
- The teacher or staff member will document the day the book or electronic device is given to the student.
- When the student completes the course he/she will need to check the book or electronic device back in, to the teacher and the teacher will document its return.
- Students are responsible for putting their names in each textbook assigned to them.

NOTICE: Grades and transcripts can be withheld for failure to return textbooks, chromebooks, and other fees owed to the school.

DETENTION

Detention is a correctional measure used when it is deemed appropriate. In order to discourage negative choices, and to encourage positive decision making, we have implemented AM DETENTION (Tue-Fri 7:30-8:00am), PM DETENTION (Mon-Fri 2:40-3:10pm), and with principal approval, LUNCH DETENTION (held during Encore time) ~~After School Detention~~.

~~After School~~ Detention may be assigned should a student choose to:

- Fail to turn in completed assignments
- Fail to return assigned homework within given time frame (determined by teacher)
- Tardies
- Inappropriate language/gestures, inappropriate behavior
- *Any other behavior which violates Bartlett Academy's Policies*

~~There are basically two categories of Detention: Academic related offenses, and Behavioral offenses. Students who are assigned Detention are expected to serve Detention that day.~~

~~Academic Detention: Students who are assigned detention for academic reasons (not working in class, failure to complete homework assignments, behind schedule/amount of work, etc.) are to report to the teacher who assigned it.~~

~~Behavioral Detention: Students who are assigned detention for behavioral issues (sleeping in class, classroom disruption, improper or unruly behavior, failure to obey a request from a staff member, tardies, check minuses, etc.) will report to the office.~~

Students assigned to detention must report to the teacher that is to hold detention duty for that day. There will be a sign outside the main office indicating where detention is located as well as outside the teacher's classroom.

The student must bring legitimate work and work the entire duration or it doesn't count and you may be assigned additional detention or be suspended.

Failure to report on time will be counted as a ~~skipped detention~~ "NO SHOW". Any student who chooses not to attend their assigned Detention will receive an office referral and will be subject to further disciplinary action.

Detention transportation arrangements will be the student's responsibility and will need to be taken care of before school, during passing period or during Encore ---- NOT during class time.

Parents are expected to provide transportation for their student whenever they are assigned detention.

Students who are enrolled in Career Tech's program will be assigned detention that coordinates appropriately with the student's tech schedule.

LUNCH/ENCORE DETENTION

Lunch/Encore Detention is assigned at the discretion of the principal. Any student wishing to serve detention during the time must receive the approval of the principal. Lunch/Encore detention is served in the principal's office during encore time. The student must bring legitimate work and work the entire duration of the detention session. If a student does not have work to complete during the detention session, additional tasks may be assigned to be completed in and around the campus such as picking up litter around the exterior of the campus. If additional tasks are not completed satisfactorily or the student declines to complete the additional tasks, the detention will not count and further disciplinary action will be taken.

WHAT TO BRING TO SCHOOL

Students are expected to furnish their own paper, pencils, pens, and calculators. Learning materials (books, workbooks, etc) will be furnished.

- A supply list will be provided at the time of Intake.
- Bring your charged Chromebook, plus any necessary books, paper, pencil, pen, etc. as instructed by Bartlett staff. Students arriving unprepared wastes everyone's time. These students may be asked to go home and return prepared.
- Bring only articles that help you to have an orderly and pleasant learning environment.

PLEASE REFER TO THE CHROMEBOOK INFORMATION AND PROCEDURES HANDBOOK FOR DETAILS ON THE USE, CARE, PROTECTING, INSURING, REPAIRING, AND REPLACING OF CHROMEBOOKS.

You are responsible for any personal possessions brought to school.

WHAT NOT TO BRING TO SCHOOL

- Don't bring what you can't afford to lose
- Any item which is considered to be a distraction of the educational process will be confiscated and returned to the student's parent/guardian only. This is at the discretion of the Principal and other designated Bartlett Academy Staff.
- Possession of any item(s) which violates Bartlett Academy and/or Sapulpa Public School's policies will be confiscated. Disciplinary action may be taken.

- If a student is found to be in possession of any kind of tobacco product, e-cigarette/vape, tobacco paraphernalia, alcohol, alcohol paraphernalia, prescription or over the counter medication, illegal drugs, or drug paraphernalia, disciplinary action may be taken. Smoking, drinking, use or sale of tobacco, alcohol, or drugs on school property will result in suspension and/or loss of placement at Bartlett Academy.

** * * The school assumes no responsibility for items missing or stolen. * * **

LOCKERS

- Students have the option to be assigned a designated locker for which he/she will be responsible for maintaining.
- *Lockers may be searched at any time*.
- Book bags will be stored in the student's assigned locker.
- We strongly recommend that you LOCK YOUR LOCKER.
- We strongly recommend that you DO NOT SHARE YOUR COMBINATION WITH OTHERS.

STUDENT SEARCH

Students should <u>not</u> have any expectations of privacy while at school, in transit to or from school, or while attending any school activity.

- A student, his/her car, locker, book bags, backpacks, purses, etc. will be subject to a search when there is reasonable suspicion to believe that the student may have in his/her possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, stolen property, any items that are prohibited by school policy (tobacco products, etc.) or any other contraband.
- Any student who chooses to violate this policy may be subject to disciplinary action and/or legal consequences.
- Bartlett Academy reserves the right to have a trained police canine officer visit and/or survey school property periodically throughout the school year. Therefore, we recommend that you do not bring things to school which violate school policy and/or the law.
- Persons who are found to be in possession of items which violate school policy and/or the law will suffer disciplinary action from the school and/or law enforcement.

CELL PHONES AND WIRELESS TELECOMMUNICATIONS DEVICES

540.6 STUDENT POSSESSION OF WIRELESS TELECOMMUNICATION DEVICES (Approved 10-2-89)(Revised 9-10-01, 11-14-11, 6-8-15)

Sapulpa Public Schools promotes an environment for instructional learning that is safe and secure. The District recognizes the importance of electronic tools as communication and e-learning tools. When used appropriately, these tools can significantly enhance Sapulpa Public Schools teaching and program effectiveness. Therefore, in order to foster digital citizenship, students and staff are required to practice appropriate and responsible use.

A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, Wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse or bookbag.

B. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students may use their electronic devices before or after school hours, during passing between classes in school hallways, during lunch, and during class for academic purposes when authorized by site administration and classroom teachers. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action outlined by Board Policy 540 STUDENT DISCIPLINE. On any offense, a student may forfeit his/her permission to possess a wireless telecommunication device for a time to be determined by the building administrator.

Authorized school personnel (School Administrators) shall have the authority to detain and search any student electronic device upon the reasonable suspicion that the student is misusing the electronic device, including suspicion about dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property. Authorized School personnel and classroom teachers shall have the authority to confiscate the device from the student's possession and follow site procedures on transferring and securing the device to Authorized school personnel. Refusal by a student to give the device to school personnel when requested may result in the student being subject to a violation of the student code of conduct.

School personnel searching or authorizing the search of a student upon reasonable suspicion that the student is in possession of or abusing the privilege to carry a cell phone or any telecommunication device shall have the authority to remove the cell phone or device from the student's possession. Failure to relinquish a cell phone or device to a staff member upon request is a direct violation of this policy which may result in disciplinary action.

First Offense
The student may be allowed to retrieve his/her cell phone from Bartlett Academy Administration (Principal or Counselor) after school hours with a verbal and/or written warning.

Second or Repeated Offenses
Violation of this policy may result in the student's cell phone being confiscated. Arrangements can be made for the student's legal parent/guardian to pick up the confiscated device. Repeated violations of this policy may result in suspension.

Bartlett Academy is NOT responsible for lost, stolen or damaged cell phones.

CELL PHONE CONTACT

NOTE TO PARENTS: Please do not call or text your student's cell phone during school. If it is necessary to speak to them during school hours, please call the school office and leave them a message. If it is an emergency, the student will be called out of class to speak with you. Interruptions via cell phone or other telecommunication device not only distract from your child's educational experience, but also disrupt the entire classroom.

SOCIAL MEDIA

Social media sites such as Facebook, Twitter, Instagram, Snapchat, etc. are not allowed to be accessed during school hours on personal or school devices, unless authorized by a teacher or

Bartlett staff member for educational purposes. Anyone found to have accessed one of these sites or the like during the school day, without approval will be subject to disciplinary action.

If social media postings, pictures, etc. inside and/or outside of school hours result in bullying or any disruption of the learning environment, the student(s) involved will face disciplinary action up to suspension or dismissal from the Bartlett program. Bullying and/or a disruption to the learning environment will not be permitted and is taken seriously by Bartlett Administration.

SUSPENDED STUDENTS

Students suspended from school are prohibited from attending school functions until the disciplinary suspension has been served. This also applies to school functions taking place at the home school (Sapulpa High School or Sapulpa Junior High School) such as sporting events, school dances, and assemblies.

DANCES

Students who attend school sponsored dances must be currently enrolled and be eligible in three areas: academics, attendance, and behavior. Students will be allowed to bring one guest which will be required to meet specific criteria deemed necessary by the school. These dances will be announced in advance. All school rules will be enforced, including dress code. Once a student has entered the building for a dance, he or she cannot leave and re-enter that dance. Sapulpa has three annual dances: one informal (MORP), one semi-formal (Snowball), and one formal (Prom). Students will be required to dress appropriately.

DRESS CODE GUIDELINES

540.1.3 STUDENT DRESS CODES (Approved 3-6-06) Grades 6-12

> While enrolled in Sapulpa Public Schools, grades 6-12, a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.
>
> The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.
>
> Although the Board wishes for each student to accept responsibility for following this policy, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. General Rules: The following decorations and/or designs (including tattoos and/or brands either temporary or permanent - visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student. Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips above fingertip length (arms straight down in a relaxed position).

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration. All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

2. Head Coverings/Sunglasses: Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings. Caps, hats or other similar head coverings shall not be worn to class or within school buildings, unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity. Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

3. Upper Garments: The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment. Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. See-through shirts or blouses may not be worn. Garments

must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

4. Lower Garments: Undergarments shall not be visible. Pants and shorts shall be worn at the waist (above hips), and shall not extend below the heel of the shoe in length. Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted. Shorts, dresses and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger on the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position

5. Footwear: Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, and shower shoes are examples of unacceptable footwear.

6. Accessories: Jewelry and other accessories shall not convey prohibited messages as defined above. Visible pierced jewelry shall be limited to the ears. Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

7. Performing Group Uniform Guidelines: Uniforms used by parent or school-sponsored groups will be selected by the sponsor with approval by the principal or director responsible, after consultation with the Superintendent or designee. Uniforms should be tasteful and appropriate for the activity. Some approved uniforms may be appropriate for performances or competitions, but not for school attire.

8. Hair: Students will wear their hair clean and well-groomed. Unnatural colors and/or unnatural multicolored hair will not be permitted. Extreme hair styles that disrupt the educational process or endangers the health and safety of students will not be permitted. Students may be required to alter their hair styles to meet the requirements for participation in activities.

9. Religious and Health Accommodation: Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practice or belief shall not be prohibited under this policy.

10. Clothing Assistance: It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider

community resources such as clothing donations from school personnel, merchants, parent organizations, charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.

11. School Policies: Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirements. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parent/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

12. Penalties/Sanctions: Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Code of Student Conduct.

13. Unusual Circumstances: If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriate attire.

The Principal may determine any student's appearance as inappropriate for school, and take action to resolve the situation. This includes requiring the student to correct their clothing, remove inappropriate accessories, turn T-shirts inside out, etc. This includes requiring the student to change clothes entirely, either by going home or having someone bring them appropriate clothes to school.

Students attending Bartlett Academy will follow Sapulpa Public School's Dress Code Policy for any and all activities and/or visitation at any other Sapulpa Campus (Sapulpa High School, Sapulpa Junior High, Sapulpa Middle School, and all Elementary School sites in the district).

MEDICATIONS

For information regarding the district medication policy and procedures see Appendix H: Medication Policy.

DRIVING

Students who drive or ride in private transportation do so at their own risk. Bartlett Academy reserves the right to deny driving privileges to students and this is at the Principal's discretion.

You may drive your vehicle to Bartlett and park on campus. Parking spaces are limited and will be assigned to students who have provided the proper documentation (driver's license and vehicle tag number). The student parking lot is located on the South side of the building. Students are not allowed to park staff, visitors, or other student assigned spaces.

Other rules and regulations for having the privilege of driving to school:

- Drive safely and quietly.
- This is a residential neighborhood; we can and will revoke your driving privileges if you cause problems with unsafe driving practices.
- Use your vehicle appropriately. Do not use your vehicle as a "lounging" area— when you arrive on campus, vacate your vehicle.
- Students must keep the level of their music at a minimal level whenever in the vicinity of the school. This is done out of respect for the school's neighbors.
- Park appropriately.
- You MUST register your vehicle with the school (Registration forms can be acquired from the Secretary).

SCHOOL BUS RULES AND REGULATIONS

Students using school transportation are restricted to the bus loading/unloading area of the main campus (the area just east of the yellow posts) at Sapulpa High School only. In other words, do not enter the buildings at the main campus unless you have prior permission from your sending school and the administrator at Bartlett Academy. If you violate this rule you may be suspended from riding the bus and/or other disciplinary action may be implemented. If you choose to violate this rule multiple times you may be issued a trespassing ticket and/or suspended from the bus and school.

In cases where the bus driver is having difficulty in controlling children on buses, the driver will bring the student to the principal's office for a conference regarding the difficulty. If this procedure fails to bring about cooperation and the student continues to give trouble on the bus, the principal may deny him the privilege of riding the school bus. When this is done, the principal should notify the parents by letter of the action and the reason for such action. This policy is not intended to relieve the driver of his responsibility for maintaining control of the students, and if a principal thinks the driver is not doing all that he/she could or should, the principal should have a conference with the driver to help him/her develop better control of the pupils. Failure to secure acceptable bus behavior through the above procedure justifies asking the business manager to arrange a conference with the bus driver. The foregoing shall not constitute the limits of the driver's authority, particularly in case of emergencies, but would constitute general guidelines for disciplinary problems. BOE Policy 542.

SCHOOL TRANSPORTATION

We periodically schedule field trips for our students. We have access to a school van which will seat seven (7) students and one (1) staff person. However, there are times when it may be necessary for our students to ride with staff or other responsible licensed drivers, or ride on a school bus, to attend off-campus activities. Therefore, we must have a permission form on file for your student to participate in these activities.

VISITORS/GUESTS

- In order to provide our students with a safe and healthy environment in which they can learn, we ask that all visitors and/or guests to our school check in with the Secretary in the front office.
- Parents are welcome and encouraged to visit our school with teacher and principal permission.
- Our goal is to limit the number of distractions for students and teachers so that learning can take place.

- Friends are not allowed to be on Bartlett's campus at any time without permission from Bartlett Academy Staff.
- Friends will not be allowed to hang around close by for fear that they may become a distraction from your educational experience.

SEVERE WEATHER

Sometimes school is canceled due to severe weather. The Superintendent of Schools will make the decision if our school is closed. When this decision has been made, it will be announced on KTUL Channel 8, KOTV Channel 6, KJRH Channel 2, KXOJ 1550, KXOJ FM 101, KRMG 740 Radio, and other stations. School closings will be posted on the school web page and a ConnectEd call will go out.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held at various intervals throughout the school year. Warnings will be announced over the intercom system or in person by Bartlett Staff.

Students should remember these basic rules during drills and in actual emergency situations:

- Check for emergency instructions in each classroom (they are posted on the wall near the exit) indicating what to do in case of a fire or tornado.
- In the event of a drill or actual emergency move quickly and quietly (do not run) to the designated safety area.

PUBLIC DISPLAY OF AFFECTION

- Bartlett's program encourages our students to have respect for themselves and others.
- Public displays of affection, such as sitting on student's laps, "hanging all over each other," or inappropriate physical contact distract from the educational process.
- We want our students to care for one another in a respectful manner.
- Therefore, school staff insists that all couples conduct themselves in a respectable manner at all times at school or at school activities.

PROFANITY

We recognize that some people may have habits which are not necessarily appropriate for school. Profanity is a habit which we, the staff at Bartlett Academy, feel committed to assist our students in learning how to curb or extinguish their poor choice of vocabulary and encourage more appropriate means of communication.

- We feel that learning how to communicate effectively is a life and work skill necessary for success. Profanity is not an effective means of communication.
- School prepares you to enter the workforce. Your future employer will expect you to communicate without using profanity.
- Our goal is to help you enlarge your vocabulary so that profanity is not your chosen form of communication.
- Use of profanity at school may result in detention.

TOBACCO

The use of tobacco products is prohibited in all District facilities, District vehicles and/or District property. Tobacco products include cigarettes, cigars, snuff, chewing tobacco, betel nut, e-cigarettes/vapes and any other form of tobacco. Students found using or in possession of these products may be suspended or risk losing their placement at Bartlett Academy. Any guest or parent/guardian in possession or use of these products on school grounds will be asked to leave. For faculty and staff, it is the responsibility of the individual site managers/supervisors throughout the District to be responsible for the enforcement of this policy.

DRUGS/ALCOHOL

A. Any student using, under the influence of, in possession of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, at any school-sponsored event, or traveling to and from school events will be subject to disciplinary measures, which may include suspension for the remainder of the current semester/trimester and the following semester/trimester. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.

B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.

C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

MAJOR INCIDENTS --- NO TOLERANCE

Major violations, such as fighting, directing profanity at school employees, possessing weapons or drugs on campus, coming on campus under the influence of or in possession of alcohol or drugs, threats to student and/or staff safety, or any other inappropriate behavior which results in disruption of the educational process may result in long-term suspension. In addition, major incidents may also result in contact with law enforcement resulting in a citation(s) and/or arrest.

Students who are involved in major incidents may be referred to the sending school's virtual program and dropped from the Bartlett Academy program. We strive to make this a safe campus and will make every effort to ensure the integrity of the program and overall safety of our students, staff, and stakeholders.

NO VIOLENCE POLICY

Any student or students who engage in a violent act in any form, whether it be using their fists, feet, other body parts, or objects will not be tolerated and will result in automatic long-term suspension from Bartlett's program.

We encourage our students to defend themselves and to stand up for their rights. However, if a victim of violence chooses to retaliate with violence, it may result in suspension and/or dismissal from the program or being assigned to virtual school.

SAFETY AND WELFARE OF OTHERS

- Bartlett Academy students have a responsibility for the welfare of the school, students and staff.
- If a student becomes aware of any situation that could be dangerous or harmful to another student, staff member or the school, he/she should report this to the Principal, Administrator or Counselor immediately.
- This matter will be handled confidentially and tactfully in the best interest of the individual student and the school.
- Prevention will be the number one objective if a dangerous situation should arise at Bartlett. If you are concerned about your safety or that of your friends, or know of a threat to your school, please call Toll Free: 1-877-SAFE -CALL, 1-877-723-3225. This call is anonymous and confidential.

STUDENT BULLYING PREVENTION & INTERVENTION

For more information on the district Bullying, Prevention and Intervention policy, see Appendix D: Bullying Policy

HARASSMENT POLICY

For more information on the district Harassment policy, see Appendix E: Harassment Policy

DISCIPLINE POLICY

When the behavior of an individual student comes into conflict with the rights of others, disruption of public order or is immoral by generally accepted standards of this community, corrective actions are necessary for the benefit of the individual and of the school.

Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Things which will be considered include: the student's attitude, the seriousness of the offense, the effect the offense has on other students, whether the offense is physically, emotionally, or mentally injurious to other people, whether the incident is isolated or habitual behavior, and any other circumstances which may be appropriately considered.

Any off-campus behavior that is illegal or becomes disruptive to the educational process could fall under the jurisdiction of the school officials. It is our responsibility to provide a safe, secure, and orderly educational environment for all students.

SAMPLE DISCIPLINARY OPTIONS

Detention – Detention is a correctional measure used when it is deemed appropriate by any Bartlett Academy Staff Member. Students are to report to the appropriate Teacher, Counselor, Principal or other designated employee, at the specified time, with class work to be done.

Alternative In-School Placement - Alternative In-School Placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a

school site, designated by the school, for a prescribed course of education as determined by school representatives.

Alternative Out-of-School Placement – Alternative Out-of-School Placement is an optional correctional measure that may be used by the school when deemed appropriate. Assignments will be provided for students to work on at home. A reasonable amount of time to complete assigned work will be determined. Arrangements for student to take tests with his/her teacher may be arranged. Work may be picked up and returned by the student's parent/guardian, unless the Principal and/or Counselor at Bartlett Academy make other appropriate arrangements.

GANG ACTIVITY

- Any behavior, colors, hand signs, tagging, sagging or other evidence of gang affiliation, solicitation, or initiation for gang membership is prohibited.
- Clothing, jewelry, style of dress, representing any gang affiliation is prohibited at school, on buses, or at any school function.
- Any behavior or activity which threatens the safety or well being of our students or faculty, or which disrupts the school environment is harmful to the education process.
- Any student who violates this policy will be subject to disciplinary action and may be suspended for the maximum period by law.

FIGHTING

We believe that everyone has the right to go to school, work, and live in a place that is safe and secure.

- One of the goals of Bartlett Academy's program is to learn to accept differences in others and to learn to resolve conflicts in an assertive, confrontational, but peaceful manner.
- Any fighting between Bartlett students is, therefore, a definite "no-no" (regardless of the fight's location).
- Any fight between Bartlett students will result in suspension of all students involved from Bartlett's program, and may require reassignment to virtual school, and reassignment back to the student's home school after the suspension.
- Students fighting or rumored to have fought on or off campus that affects the safety and/or well being of students on campus and/or disrupts the learning environment of the school will be subject to the same disciplinary actions as if they fought on campus.

WEAPONS

- Make sure that you never bring anything to school that could be used as a weapon.
- Any student, who is found with a weapon on campus, whether there is an actual physical or verbal threat, will be immediately suspended from Bartlett's program.
- State law requires that law enforcement officials be notified of any dangerous weapons on school property, and those who possess them may be charged with a Felony Offense.

For more information on the district weapons policy, see Appendix F: Weapons Policy.

STUDENT BEHAVIOR AND SUSPENSION REASONS

Students suspended from Bartlett Academy are reminded that they are not allowed to attend school functions until the disciplinary suspension has been served and are not allowed to be on campus unless by special permission from a school administrator.

Bartlett Academy Discipline Code The following behaviors at school, while on school vehicles ,or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

The Board of Education of the Sapulpa School District adopts the following policy and procedures dealing with student behavior:

General Expectations - The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code - The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazings (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers

28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

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For more information about the district suspension policy, see Appendix G: Student Suspension Policy.

Appendixes

APPENDIX A	CHILD NUTRITION LETTER
APPENDIX B	ATTENDANCE POLICY
APPENDIX C	INTERNET ACCEPTABLE USE POLICY
APPENDIX D	STUDENT BULLYING POLICY
APPENDIX E	HARASSMENT POLICY
APPENDIX F	WEAPONS POLICY
APPENDIX G	STUDENT SUSPENSION POLICY
APPENDIX H	MEDICATION POLICY
APPENDIX I	INFORMATION ON STUDENT RECORDS

APPENDIX A: CHILD NUTRITION NOTICE

For your convenience, Sapulpa Public Schools provides an easy and secure online payment service for your child's school meals. The web site, www.mySchoolBucks.com , provides parents with the ability to view their child's account balances, set up email notifications of low meal account balances, and gives parents the ability to print out a copy of their child's eating history.

To access these services you will need your child's legal name, 8 digit student ID number and school ZIP code (all sites 74066). The instructions below will guide you through the online account setup process.

Things to know:

- ➢ If you have more than one child in the District you can handle all online prepayments from the same online account.
- ➢ Payments may be made through an existing PayPal account or with a major credit or debit card.
- ➢ A convenience fee of $1.95 per deposit transaction is charged by the processing company. Parents placing money into multiple meal accounts will only be assessed the $1.95 fee once per deposit transaction. Sapulpa Public Schools will not profit from the use of this site.
- ➢ The only time a convenience fee is charged is when you use your credit card to make a payment. The other services are free of charge.

<u>Registering for MySchoolBucks.com</u>

- If you have students at the Middle, Junior or Senior High Schools, you may call the cafeteria manager for your child's student ID number. (918-224-8441 x 2338 –MS, 918-227-0448 Jr/Sr High)
- Go to the district website at www.sapulpaps.org, click on Child Nutrition in the Departments section and then click on the link to MySchoolBucks.com OR go to www.MySchoolBucks.com.
- Click Sign-Up and enter the required information.
- Click Finish to complete the initial registration process.

<u>Add Students to Your Family Account</u>

- When you log-in you will be taken to the homepage.
- Click My Kids from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click Add Child and enter the required information.
- Click Add (next to your child's name) to continue.
- Click Add Child to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set-up process.

<u>How to Make a Deposit</u>

- Click Deposit Money located next to Add Student.
- Enter an amount in the Deposit column next to your child's name.

    - If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click Calculate.
- Click Make Deposit.
- You will be directed to the PayPal website to enter your payment information.
    - You have the option to use your existing PayPal account or a major credit card to make your payment.
    - If you are using your PayPal account, enter your email address and PayPal password to continue.
    - If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click Pay Now when finished.
- Click Pay once again to finish the process.

<u>Set up Low Balance Email Notifications</u>

- Click Profile from the blue navigation bar at the top of the page
- Click Low Balance Email Reminder – Balance Alerts in the lower right side of the screen
- Change the Alert Status to On
- Set the Amount – When your child's balance falls below the amount you enter, you will receive an email notification at the email address you have provided.

<u>CASH/CHECK/MONEY ORDER PAYMENTS</u>

If you choose not to use the prepayment service you may continue to make payments by check, cash or money order. Board Policy states that meal charges for students at all secondary schools, are not allowed, so please make sure your child has money on his/her account for meals.

If you have any questions please feel free to contact the High School Cafeteria Manager, Ann Pfieffer at 918-224-0448 or Director of Child Nutrition, Haley Holmes via email at hholmes@sapulpaps.org, by phone at 918-224-7089 x 1217.

APPENDIX B: ATTENDANCE POLICY

540.2* STUDENT ATTENDANCE (Revised 4-12-2010)(Negotiated 8-19-13, 8-24-17, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. NOTES FROM HOME WILL NOT BE ACCEPTED. Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or

Edgenuity) approved by the school district and are meeting the following attendance requirements:

- The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
- The student is on pace for on-time completion of the course as required by the school district,
- The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, "a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible." The State Board of Education Rules state "the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contest. State and national contest are those for which a student must earn the right to compete."(If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete

the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.

E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the fifth absences.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester.
3. Any elementary or middle school student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned throughout the semester and there will be no penalty reflected for attendance.

G. CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19

related absences due to a child's medical needs will be considered a significant medical condition.

APPENDIX C: INTERNET ACCEPTABLE USE POLICY

931. INTERNET ACCEPTABLE USE (Approved 9-7-04)(Revised 4-9-12)

A. Purpose Statement. Independent School District No. 33 of Creek County, Oklahoma (the "District") provides students and employees access to the District's computer network system, including Internet access, to expand informational and communication resources in furtherance of the District's goal of promoting educational excellence. With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District will take available precautions to restrict access to inappropriate material. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. This District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals. This policy outlines the users' rights and responsibilities that are assumed with use of the District resources.

B. Internet Access Terms and Conditions.

1. Internet Filtering - Material may be available on the Internet which is inappropriate for distribution to children and is not considered to be of educational value by the District. This District believes that the value of the information and interaction available on the Internet outweighs the possibility that students and employees may procure material which is not consistent with our educational goals. While it is impossible to control all material available on the Internet, the District has installed filtering software to block material deemed inappropriate. This filter is in compliance with the Children's Internet Protection Act. Filtering guidelines are driven by educational need and access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material.

2. Acceptable Use - The use of the District system will be monitored by district personnel and must be in support of education and consistent with the educational objectives of the District. The transmission or receipt of any material in violation of any United States or state law or regulation and the transmission or receipt of any material inconsistent with the educational objectives of the District is prohibited. This includes, but is not limited to material that:

    a. Libels, meaning making a false statement about a specific individual, which tends to harm the individual's reputation.
    b. Promotes group defamation and hate, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, handicapped condition, or advocates illegal conduct or violence or discrimination toward any particular group or people. This includes racial and religious epithets, slurs and abuse.
    c. Displays or promotes unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minor.
    d. Disrupts school operations, meaning material which, on the basis of past experience or based upon specific instances of actual, or threatened disruptions relating to the information or material in

question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

e. Contains material which is vulgar, lewd, indecent, or obscene, meaning material which, taken as a whole, (1) an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language and (2) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

3. Privilege of Use - Use of the District system is a privilege afforded to students, staff and employees of the District. Inappropriate use may result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by District's Instructional Technology Director or Administrative representative to be inappropriate under particular facts and circumstances.

4. Inappropriate Use - Each system user is expected to comply with District policies governing Internet access and to abide by generally accepted rules of network etiquette. E-mail and network resources are to be used to further the educational process. Students or staff who violate these policies shall be subject to school and/or criminal action. These general rules include, but are not limited to, the following:

a. Appropriate language - Do not use obscene, profane, vulgar, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.

b. Safety - Do not reveal personal contact information about yourself or another person. Do not use District Internet access to arrange meetings with persons met online. Users will promptly disclose to the teacher, Instructional Technology Director or another member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. The district provides resources for students, staff, and faculty to raise awareness of Cyber Safety issues.

c. Electronic mail - Electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to District E-Mail. Messages relating to or in support of illegal activities may be subject to criminal penalties.

d. Network resources - System users should not use the network in a way that will disrupt the use of the network. The network is to be used for educational, professional and career development. Storage of personal files on district resources is discouraged.

e. Intellectual property - Users assume responsibility to verify the licensing of software prior to installation. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material Users will not download copyrighted files.

5. Limitation of Liability - The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy of information obtained through the use of the District system or the Internet. The District is not responsible for any financial obligations, which may be incurred through use of the District system.

6. Security - Users are responsible for network and E-mail account security and should take precautions to prevent others from accessing their account. Users should not provide their personal password to other users, unless that person is a representative of the I. T. Department. Unauthorized access to network resources or user accounts will be treated as a serious offense and may result in the termination of network rights. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

7. Vandalism - Vandalism of District hardware, software or the system itself will result in cancellation of privileges and possible other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to the uploading or creation of computer viruses or any actions that disrupt, or crash all or any portion of the District's computer system. System users will adhere to District policies governing the downloading of software to help minimize the spread of computer viruses.

8. Application and Enforceability - The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Use Policy executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this Acceptable Use Policy. The system user acknowledges that any violation of this acceptable use policy may result in access privileges being revoked and/or disciplinary action being taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.

APPENDIX D: BULLYING POLICY

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

Student and Staff Education and Training

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts. All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to

District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's online reporting system found on the District's website or by calling the school.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statues, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

Parental Responsibilities

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator. A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

STUDENT BULLYING PREVENTION AND INTERVENTION Procedures In furtherance of the Board's policy regarding student bullying prevention and intervention, the District shall require Prevention and Intervention Strategies, as described below, based on building data, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis.

The District's "Prevention and Intervention Strategies" referenced above include, but are not limited to:

1. Including prohibitions and guidance concerning bullying in the District's Behavior Response Plan;

2. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such programs identified by the State Department of Education;

3. A school survey to determine the prevalence of bullying, which will take place during the second or third quarter of each school year and a summary of which will be made available to a District office designee; and

4. Establishment of a Safe & Healthy Schools Committee for each school site (K-12) as mandated by the School Safety and Bullying Prevention Act. The Safe & Healthy Schools Committee will consist of at least ten (10) members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. Each Safe & Healthy Schools

Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the Board in promoting a positive school climate. The Committee will study the District's policy and currently accepted bullying prevention programs (available on the State Department of Education website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

5. The development, posting, and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by District policy;

6. The consistent provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;

7. Inclusion of grade-appropriate, research-based bullying prevention curricula in prekindergarten through high school grades, as compiled by the State Department of Education and which is reported annually using a fidelity checklist to submit to Safe & Healthy Schools Committee members;

8. Training school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.

9. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;

10. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;

11. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students, and involved school staff members;

12. School-wide training related to the provision of a safe school climate;

13. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which

may include discussion panels, Safe & Healthy Schools Committee, TAPS, parent involvement facilitators and the like.

As the terms are used in the District's policy and this regulation, the following definitions apply.

DEFINITIONS:

A. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonable perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories:

"Physical Bullying" may include harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional bullying" may include the intentional infliction of harm to another's Self esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

"Social bullying" may include harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule

or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

"Sexual bullying" may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or School personnel and concerns bullying at school.

D. The term "at school" means on school grounds, in school vehicles, at school sponsored activities or at school-sanctioned events.

E. In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. "Good faith" is a state of mind consisting in honesty in belief or purpose or faithfulness to one's duty or obligation.

G. The term "discriminatory harassment, intimidation and bullying" is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

APPENDIX E: HARASSMENT POLICY

SEXUAL HARASSMENT

State and Federal Law specifically prohibits sexual harassment of employees and students in connection with their employment or enrollment in the Sapulpa School District and Bartlett Academy. Sexual harassment will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexually oriented behaviors including, but not limited to words, gestures, actions, etc., that embarrass, hurt, humiliate, challenge, or otherwise interfere with others' lives.

It is intended that our school be a safe and pleasant place for every student. Therefore, all students have the responsibility for behaviors that are positive and conducive to learning.

- NO harassment of any nature will be tolerated at Sapulpa High School and/or Bartlett Academy.
- Students who believe they have been harassed by others are to notify a Counselor, Teacher, or Administrator immediately.
- Staff members will have packets for filing a complaint. An investigation of this information will be initiated promptly, and a determination of the appropriate step(s) will be made.
- Any employee or student who is subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the Superintendent, Deputy Superintendent, Principal, Assistant Principal, or any Board Member of the School District.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any above-designated persons. All such reports should state the name of the student, employee, or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation in the matter.

Students who are determined to be responsible for the harassment of others will be subject to the Sapulpa School District's and/or Bartlett Academy's Discipline Plan procedures and may be suspended from school. Law Enforcement Officials may be contacted and legal action taken.

It is the intention of this staff to keep this kind of information confidential, if at all possible. Students are encouraged to share this information with their parents.

Any retaliation against students who are involved in an investigation of this nature is prohibited, and retaliations will be subject to the discipline plan, which may include suspension from school.

OTHER FORMS OF HARASSMENT

Harassment constitutes unethical and unacceptable employee or student conduct and will not be tolerated at any level. All employees/students are strictly prohibited from engaging in any form of harassment of any other employee/student or applicant for employment. Any

employee/student engaging in harassment is subject to disciplinary action, including but not limited to, student suspension, employee suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

The Board specifically prohibits statements or actions which tend to harass or disparage an individual on the basis of race, religion, national origin, handicapping condition or sexual orientation. Such behavior will not be tolerated. This policy will apply to all applicants, employees and students at all levels.

Harassment based upon race, religion, national origin, handicapping condition or sexual orientation shall mean epithets, slurs, negative name calling, imitating mannerisms, gestures, physical conduct, graffiti, even in jest, which are targeted toward an individual because of his or her race, religion, national origin, handicapping condition or sexual orientation. Staff members and students are advised that individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions directed.

Any applicant for employment, employee or student, who believes that he/she has been subjected to harassment as defined under this specific policy is to utilize the procedures and process contained in the District's Grievance Policy.

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS AND EMPLOYEES)

Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure or practice that discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. Student Grievant: A student of the Sapulpa Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. Employee Grievant: An employee of the Sapulpa Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
4. Title IX and 504 Coordinator: The person(s) designated to coordinate the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other State and Federal Laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. Day: Day means working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-filing Procedures: Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX Coordinator, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

1. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available from the office of the District's Title IX Coordinator.
2. Title IX/504 Coordinator: Notifies respondent within 10 days and asks respondent to:
   a. Confirm or deny facts.
   b. Indicate acceptance or rejection of student or employee's requested action.
   c. Outline alternatives.
3. Respondent: Submits answer within 10 days to Title IX/504 Coordinator.
4. Title IX/504 Coordinator: Within 10 days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent and the principal or other designee.
5. Principal, Grievant, Respondent and Title IX/504 Coordinator: Hearing is conducted.
6. Principal: Issues within 10 days after the hearing a written decision to the student or employee, respondent and Title IX/504 Coordinator.
7. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Superintendent.
8. Title IX/504 Coordinator: Schedules within 10 days of request a hearing with the grievant, respondent and Superintendent.
9. Superintendent, Grievant: Respondent and Title IX/504 Coordinator: Hearing is conducted.
10. Superintendent: Issues a decision within 10 days following the hearing.
11. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Board of Education.
12. Title IX/504 Coordinator: Notifies Board of Education within 10 days after receiving request. Title IX/504 Coordinator schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

    d. Board of Education or hearing panel established by the Board, Grievant and Title IX/504 Coordinator: Hearing is conducted.

    e. Board of Education: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

<u>General Provisions</u>

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. Access to Regulations: Upon request, the Sapulpa Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, qualified handicap, or veteran.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years and complaint resolution.

BARTLETT ACADEMY

HARASSMENT REPORT FORM

Date	
Person Filing Complaint	
Grade Level	
Complaint Against	
Grade Level	
Location of Incident	
Dates & Times of Incident	
Witness(es) To Incident	

Describe Incident (Be Specific):

Student's Signature	Date

APPENDIX F: WEAPONS POLICY

WEAPONS POLICY

A. Federal Law prohibits the possession of a weapon at school. By law, any student who is determined to have brought a weapon to school shall be expelled from the school for a period of not less than one year. Weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Sapulpa School District and/or Bartlett Academy. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.

B. For the foregoing reasons, possession of a dangerous weapon, as defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a bus stop, at a school-sponsored activity, or on a school bus, is prohibited.

C. A dangerous weapon includes, but is not limited to: a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly, any knife having a blade of greater than three inches, or any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with a blade shorter than three inches that can be locked in place, razor, dart, ice pick, Chinese star, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimiles thereof.

D. Any student in possession of a dangerous weapon, or replica or facsimile of a weapon, in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities.

   Additionally, School Administrative Staff members may seek to file criminal charges against the student.

E. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter. If a weapon is found, the teacher or other school employee shall confiscate the weapon if this can be accomplished without placing any students or staff in jeopardy. The teacher or other school employee shall immediately notify the administrator or the administrator's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the Principal or the Principal's designee of the situation.

   The administrator or designee shall follow the following procedure:

   1. Take possession from the teacher or employee of the dangerous weapon, or replica or facsimile of a dangerous weapon.
   2. If a student is in possession of a dangerous weapon, contact the police immediately.
   3. Notify the Superintendent of Schools or designee.
   4. Notify the parents.
   5. Cooperate fully with the police.
   6. Transfer confiscated weapon to the police department.

F. Students in violation of this policy may be suspended for the maximum period authorized by law.

G. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, may not be eligible for placement in the Bartlett Academy, Suspension Center Program, or transferred to another Sapulpa Public School site in lieu of suspension.

H. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon shall not be accepted as a transfer student into the Sapulpa Public Schools and/or Bartlett Academy.

I. School District employees who willingly or negligently fail to enforce this policy shall be subject to disciplinary action, which may result in termination. Disciplinary action shall be independent of criminal proceedings that may result from the employee action. Disciplinary action for employees will be in accordance with Board policy and any negotiated agreement, which may be in effect for the employee.

J. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the administrator, in consultation with the Superintendent of Schools, is required.

APPENDIX G: STUDENT SUSPENSION POLICY

STUDENT SUSPENSION

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for School Administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses.

- ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT - OF - SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the School Principal, Administrator, or the school staff member to whom the Principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT, WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out-of-school by the Administration of the School or the District for:

1. Violation of a school regulation;
2. Immorality;
3. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts 1-5 above. However, no education plan shall be necessary for acts which fall within part "5" above.

- Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable

provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligation:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

- STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, & 571), the Principal shall conduct an informal conference with the student.
2. At the conference with the student the Principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended the length of the out-of-school suspension.
5. The Principal shall immediately notify the parent by phone and in writing that the student is being suspended out-of-school and that alternative in-school placement or other available options have been considered and rejected.

The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the Principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:

1. The Principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the Principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the Principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The Principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the Principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference, the Principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-School Suspension Committee as provided by this policy. If the parent is in agreement with the Principal's decision, he/she will be requested to sign a Waiver of Review.

<u>Out-of-School Suspension Requirements:</u>

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the Principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student.

The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports:

The Principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the Principal shall maintain records related to the Education Plan and the student and /or parent's compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) SCHOOL DAYS

Right of Appeal- A parent or the student may appeal the out-of-school suspension decision of the Principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the parent or student receives the Principal's decision, the Principal's out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or the parent or student receives his/her designee, the decision of the Superintendent or his/her designee will be final and non-appealable.

A direct appeal to the Board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the Principal's decision.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing; at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

1. The Board President should:
    a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
    b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:
    a. That they are entitled to legal counsel, if they desire it.
    b. That the administration will present its witnesses first and that each witness, the parents or their legal counsel will be given an opportunity to cross-examine.
    c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration
    d. That the Board will consider the evidence and documents and reach a decision, which will be recorded by vote in open session.
    e. That the parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact, the Board must make a motion to: (1) affirm the out-of-school suspension, (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension), or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the Principal deems proper, except that at the discretion of the Principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the Principal:

A. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property, or

B. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the Principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school Principal, which must be received within five (5) days after the Principal's out-of-school suspension decision is received by student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not submitted in a timely fashion.
2. Upon receipt of the request, the school Principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school Principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.
3. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Principal shall prepare the plan with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art Units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

- A copy of the plan shall be provided to the student and parent or guardian.
- The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student.
- The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.
- The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The Principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will prelude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The Principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the Principal's decision to suspend the student. The student and his/her parent/guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and copy will be mailed to the parent or guardian of the student, the Principal and Superintendent of Schools.
5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the Principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school.

In addition, when a Principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in sole judgment of the Principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to: all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and other school sponsored activities and organizations.

OUT-OF-SCHOOL SUSPENSION OR DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES 541.1

A. Introduction: This policy applies to the out-of-school suspension or other disciplinary removal of a child with a disability from the classroom. "Disciplinary removal" refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the School District, for a prescribed course of education.

B. Definitions: For purposes of this policy, the following definitions apply:

1. "Controlled substance" means a drug or other substance identified under schedules 1,II,III,IV or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. & 812(c).
2. "Illegal drug" means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
3. "Substantial evidence" means beyond a preponderance of the evidence.
4. "Weapon" means a dangerous weapon as defined by 18 U.S.C. & 930 (2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

C. Short-Term Out-of-School Suspension or Disciplinary Removal: The School District may suspend out of school or implement a disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability. The School District will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The School District will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.

D. Long-Term Disciplinary Removal: The School District may implement the disciplinary removal of a child with a disability to an interim alternative educational setting for a period of 45 calendar days or less if the child:

1. Carries a weapon to school or to a school function under the School District's jurisdiction;

<u>or</u>

2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the School District's jurisdiction.

The child's individualized education plan ("IEP) or accommodation plan ("AP") team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the School District places the child will:

1. be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current IEP or AP, that will enable the child to meet his or her IEP or AP goals; and
2. include services and modifications designed to address the behavior that led to the placement change so that the behavior does not recur.

The School District will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.

E. Process for Implementing a Long-Term Out-of-School Suspension or Disciplinary Removal: No more than ten (10) days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten (10) days when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten (10) school days during the school year, the School District will convene a meeting of the student's IEP or AP team.

The team will:

1. conduct a functional behavior assessment of the child and implement a behavioral intervention plan to address the child's behavior if appropriate; or
2. if the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior; and
3. make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

F. Making a Manifestation Determination; if the IEP or AP team determines that the behavior subject to disciplinary action is a manifestation of the child's disability, and then the School District cannot suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the IEP or AP team determines that the behavior is subject to disciplinary action is not a manifestation of the child's disability, then the School District may suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior.

The IEP or AP team may determine that the child's behavior was not a manifestation of his or her disability only if the team:

1. first considers, as to the behavior subject to disciplinary action, all relevant information,
   including:
   a. evaluation and diagnostic results, including results or other relevant information supplied by the child's parent;
   b. observations of the child; and
   c. the child's IEP or AP and placement

2. and then determines that:
   a. as to the behavior subject to disciplinary action, the child's IEP or AP and placement were appropriate;
   b. the special education services, supplementary aids, and services, and behavior intervention strategies were provided in compliance with the child's IEP or AP;

c. the child's disability did not impair his or her ability to understand the impact and consequences of the behavior subject to disciplinary action; and
d. the child's disability did not impair his or her ability to control the behavior subject to disciplinary action.

If the IEP or AP team determines that the child cannot be suspended out of school or a disciplinary removal implemented as discipline for the behavior, it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons.

School District personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

G. Continuing Educational Services: The School District will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability under the IDEA, whether or not the child's behavior is a manifestation of his or her disability. The School District will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his or her disability. The child's IEP or AP team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the School District's policy and procedures for the out-of-school suspension of children without disabilities.

H. Stay Put: If a child's parent disagrees with the IEP or AP team's determination that the child's behavior was not a manifestation of his or her disability or with any decision regarding placement, the parent may request a due process hearing. The School District will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the School District has demonstrated that the child's behavior was not a manifestation of his or her disability in compliance with the standards set out in section F of this policy.

When a parent requests a due process hearing regarding:

1. the School District's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense;
2. an interim alternative education setting imposed by a hearing officer; or
3. the team's manifestation determination,

the child will remain in the interim alternative educational setting pending the hearing officer's decision or until the expiration of the time period identified for that placement (up to 45 calendar days), whichever occurs first, unless the parent and the School District agree otherwise. If a child is placed by the School District in an interim alternative placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement (the child's placement prior to the interim alternative educational setting). However, an exception will be made if School District personnel maintain that it is dangerous for the child to be in the current placement during the pendency of the due process proceedings, the School District may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative educational

setting or in another appropriate placement, the hearing officer will use the standard identified in section I of this policy.

I. Emergency Disciplinary Removal: The School District may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days. To enter such an order, the hearing officer must determine that the School District has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others and will also:
    1. consider the appropriateness of the child's current placement;
    2. consider whether the School District has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and
    3. determine that the interim alternative educational setting meets the standards identified in section D of this policy.

J. Suspension from Transportation: The School District may suspend a child with a disability from transportation as a disciplinary measure. During the period of the suspension from transportation, the School District will reimburse the child's parent or his or her designee for the reasonable cost of transporting the child to and from school.

Notification of Rights Under FERPA

Student and parent rights regarding student records

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests, a school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

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

Family Education Rights and Privacy Act Office; U.S. Department of Education; 600 Independence Avenue, SW; Washington, D.C. 20202-4605; Telephone: (202) 732-2058.

APPENDIX H - MEDICATION POLICY

544.2 MEDICATIONS (Approved 9-6-94) (Revised 4-7-08) (see procedure pages)

A. Purpose

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

B. Definitions

1. For purposes of this Policy, these terms have the following definitions:

   a. "Medicine" or “medications” includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

   b. “Parent” means a parent, a court appointed guardian or a person having legal custody.

C. Policy

1. Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

2. Except as provided in this Policy and in the District’s Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

3. As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

4. The parent must deliver the student’s medicine to the school nurse or school administrator in its original container with the parent’s written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or

refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

5. The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

6. Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

7. Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

    a. Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel;
    b. Procedures for administration, documentation, handling and storage of medication; and
    c. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

8. Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

9. Students who are able to self administer specific medications, such as inhaled asthma medication, or use specialized equipment, such as an inhaler, may do so provided such medication and special equipment are transported and maintained under the students' control in compliance with the following rules:

    a. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.

b. The parent must provide a written authorization for self administration of medication.

c. Parents who elect self medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

d. The written authorization will terminate at the end of the school year and must be renewed annually.

e. If the parent and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment.

f. Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.

g. Students will not be allowed to self administer:

    1. Narcotics;

    2. Prescription pain killers;

    3. Ritalin; and

    4. Other medication hereafter designated in writing by the District.

h. Except as otherwise provided by an individual student's school health plan, students may self administer non-diabetes-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.

i. Students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.

j. The parent will provide an emergency supply of a student's inhaled asthma medication to be administered by school personnel, as required by state law.

10. Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

    a. Student name (affixed to the container);

    b. Ingredients;

    c. Expiration date;

    d. Dosage and frequency;

    e. Administration route, i.e., oral, drops, etc.; and

    f. Other directions as appropriate.

    School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

11. Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

    a. Student name;

    b. Name and strength of medication and expiration date;

    c. Dosage and directions for administration;

    d. Name of the licensed physician or dentist;

    e. Date, name, address and phone number of the pharmacy.

12. The parent must provide and maintain the supply of prescription medication for the student.

13. The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:
    a. Date of destruction;
    b. Time of destruction;

c. Name and quantity of medication destroyed; and
d. Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

14. The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

a. A legitimate lack of space or facility to adequately store specific medication;

b. Lack of cooperation by the student, parent and/or prescribing doctor and the District;

c. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;

d. Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and

e. The medication expiration date has passed.

APPENDIX I: STUDENT RECORDS

INFORMATION ON STUDENT RECORDS

On August 13, 1990, the School Board of the Sapulpa Public Schools, adopted a student record policies and procedures for the school district. This policy is designed to meet the provisions of the Family Educational rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office, the Junior High counselor's office, and the High School counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Sapulpa School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading or in violation of the students' rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student record policies and procedures policy.

It is the intent of the Sapulpa School District to limit the disclosure of the information contained in a student's educational record except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

The Sapulpa School District Proposes to designate the following personally identifiable information contained in a student's educational record as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (i.e., first grade, tenth grade, etc.)
5. The student's extra-curricular participation
6. The student's achievement awards or honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or the school district the student attended before he or she enrolled in the school district. If a parent or eligible student wishes to refuse the release of this directory information, he/she has 15 days to submit in writing this refusal. This request should be submitted to the building principal. In case a parent of a student, a student or former student 18 years old, or a citizen of the Sapulpa School District believes that the district is violating the Family Educational Rights and Privacy Act (FERPA), that person has a right to file a complaint with the U.S. Department of Education. The address is:

   The Family Education Right and Privacy Act Office
   U.S. Department of Education
   Room 4511, Switzer Building
   Washington D.C. 20202
   Telephone Number: 202-732-2059

   A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

SAPULPA JUNIOR HIGH SCHOOL

STUDENT POLICY HANDBOOK

~~2021-2022~~ 2022-2023



7 South Mission
Sapulpa, OK 74066
918-224-6710

WELCOME TO SAPULPA JUNIOR HIGH SCHOOL

This handbook is issued so that parents and students may become familiar with the policies and regulations of Sapulpa Junior High School. All students are responsible for the information and regulations included and are subject to all rules and regulations set forth by the Sapulpa Board of Education, State Department of Education, and Oklahoma Secondary School Activities Association. The policies and procedures listed in this handbook is not an all-inclusive list. If something is not listed please see the school board policy listed on our school website.

SAPULPA JUNIOR HIGH SCHOOL MISSION STATEMENT

CHALLENGE, GROW, CONTRIBUTE

THE MISSION OF SAPULPA JUNIOR HIGH SCHOOL

IS TO CHALLENGE EACH STUDENT,

TO PROMOTE PERSONAL GROWTH,

TO PREPARE THE CITIZEN OF THE FUTURE.

EXPECTATIONS

Students are expected to:

1. Be on time to each class.
2. Bring the necessary tools for work; pencils, pens, papers, books, notebooks, charged Chromebook, etc.
3. Complete assignments on time to the best of your ability.
4. Behave appropriately – any behavior that bothers someone else or interrupting the lesson is inappropriate.

Students also have a responsibility to behave appropriately outside the classroom: before school, during lunch, between classes, after school, and at school-sponsored events. Any behavior that is dangerous, unruly, disruptive, illegal, or disobedient is inappropriate.

GENDER EQUITY STATEMENT

Title IX of the Educational Amendments of 1972 is applicable to the programs and activities of the Sapulpa School District. Title IX provides:

> ***"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..."***

The Sapulpa School District is committed to gender equity. To this end, the District prohibits discrimination on the basis of gender, and the Board of Education has adopted a Grievance Procedure which may be utilized by employees, students or parents who wish to assert claims of discrimination. Additionally, the District has appointed a Title IX and Section 504 Coordinator who, among other responsibilities, ensures compliance with the District's legal obligations in the area. The District's Title IX and Section 504 Coordinator is Assistant Superintendent of Human Resources. The Coordinator may be contacted by phone at (918) 224-3400 or in writing at Sapulpa Public School, 511 E. Lee, Sapulpa, Oklahoma 74066. A copy of the District's "Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints" may be obtained, upon request, from the Coordinator.

NON-DISCRIMINATION CLAUSE

All programs, positions and services (curricular or extracurricular) are open to students regardless of sex, race, religion, national origin or marital status; however, a student's participation rights may be withdrawn for disciplinary reason (e.g., unbecoming conduct, violation of rules or laws, etc.)

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IMPORTANT PHONE NUMBERS

Superintendent	**224-3400**
Junior High Principal	**224-6710**
Junior High Assistant Principal	**224-6710**
Junior High Counselor	**224-6710**
Junior High Attendance Office	**224-6710**
Virtual Learning Lab	**216-1500**
Athletic Director	**224-6826**
Band	**224-0286**
Bartlett Academy	**224-7958**
Baseball Field House	**224-0352**
Softball Field House	**224-5319**
Indian Education	**224-9322**
Cafeteria	**227-0448**
Nurse's Office	**227-5796**
Bailey Building/Football	**224-3085**
Chieftain Center	**224-6826**
JROTC	**227-1870**
Service Center	**224-7089**
Soccer	**227-5799**
Central Tech/Sapulpa	**224-9300**
Central Tech/Drumright	**352-2551**

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Sapulpa Junior High School offers a full traditional educational experience along with several options that students may take. The list below shows those opportunities which are more fully described in the document below.

- Alternative school (Bartlett Academy)
- Sapulpa Virtual Academy

ALTERNATIVE SCHOOL (BARTLETT ACADEMY)

Students at Sapulpa Junior High School having academic and social challenges may apply to Bartlett Academy. One of the deciding factors for acceptance is the availability of slots at the school. Bartlett Academy students are not allowed to be on the junior high school campus unless by special permission from a junior high school administrator. The only exception is those students using school transportation and they are restricted to the bus loading area only (THE AREA JUST EAST OF THE YELLOW POSTS).

ANNOUNCEMENTS

The daily announcements, which contain information important to the student body, will be available on O@sis Announcements. They will also be available in Power School's Parent Portal.

ASBESTOS NOTICE (As of August 7, 1990)

In accordance with the Asbestos Hazard Emergency Response Act of 1986, the Sapulpa School District has conducted an inspection and prepared a Management Plan for asbestos containing building materials that may have been incorporated in the school buildings.

Asbestos-containing building materials have been found in several of the school buildings in the district.

The district has developed a comprehensive program for removing, monitoring, and repairing these specific areas. A completed Management Plan is located in the Principal's Office of each school and at the School Service Center. ***If you have any questions, please feel free to call 224-7089***.

ASSEMBLIES

During assemblies at Sapulpa Junior High School, students are expected to demonstrate courtesy, cooperation, and consideration that they have been taught at school and at home. There are always visitors at our assembly programs, and it is a credit to our student body when visitors are able to comment on the courtesy of students toward speakers, performers, and visitors. Students may be removed from assemblies due to behavior deemed inappropriate and disciplined in an appropriate manner. Students who are academically ineligible will not be allowed out of class to attend assemblies or other activities (excluding orientation at the beginning of each school year).

ATHLETIC EVENT BEHAVIOR

At Sapulpa Junior High School we want to promote positive behavior. Cheering at athletic events will be restricted to promoting our athletes and our athletic teams. We want you to cheer for our teams, not against the opponent. Derogatory, demeaning, or degrading remarks that are intended to put down the opponent will not be tolerated. Disciplinary action will be imposed for failure to comply with this policy. This includes violation of school policy at both home and away events.

(ANY STUDENT WHO EXITS AN ATHLETIC EVENT WILL BE REQUIRED TO PAY AGAIN BEFORE HE OR SHE IS ALLOWED TO RE-ENTER THE EVENT.)

CHEATING

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test by fraudulent means. The penalty will be a zero for the assignment or test and no opportunity for makeup. Cheating could also result in disciplinary action.

CLASS RANK

Class rank will be determined at the conclusion of the seventh semester. Class ranking is determined by the student's weighted GPA. The Oklahoma State Regents for Higher Education have established the following guidelines for class rank; "The class rank is one more than the number of students in a high school graduating class who have a grade point average greater than the student in question."

Students transferring into Sapulpa High School have equal opportunity for class rank. However, when a student transfers into Sapulpa with honors courses earned in the 9th grade, that student cannot be given advanced opportunities over Sapulpa students.

Example: Student transfers into Sapulpa with three 9th grade honors courses and finishes her/his career with a 4.45 GPA. The highest-ranking Sapulpa student has a 4.40 GPA. These students would be named co-valedictorians.

COUNSELORS

Sapulpa Junior High School has a staff of highly qualified counselors. The primary function of each counselor is to provide assistance to students in accomplishing three goals: (a) to resolve personal problems, (b) to formulate educational and career plans and (c) to schedule appropriate courses. Since junior high school is a time to prepare for the future, all students are encouraged to use the guidance services often to ensure the greatest probability for future success.

Even though counselors do not function as private therapists in the school setting, they are qualified and available to counsel students in crisis situations. If parents believe their child is in need of more intensive on-going attention, they may contact any of the counselors for information regarding community services and/or other referral services.

Students needing to see a counselor are reminded that counselors are available before ~~school~~ and/or after school. Students may also email their counselor to set up a meeting. Unless it is an emergency situation, students will remain in class until being sent for by their counselor. ~~Otherwise, the counselors will send for a student if the student has emailed their assigned counselor.~~

HomeBound Instruction

- A student certified by a physician as unable to attend school for two (2) weeks or more because of physical or emotional disability is eligible for home or hospital instruction. Students must submit a homebound application signed by a physician. Applications can be picked up in the Counselor's office. If the student is homebound for psychological reasons, a letter from a psychologist stating the type of treatment the student is receiving is necessary. Girls who are pregnant will be eligible when the doctor and eligibility team determine that, for medical reasons, the student cannot attend school. In the interest of health and safety, homebound students cannot attend extra-curricular activities without prior approval of the school principal. This does include prom. Homebound will begin when the parent submits the proper paperwork, the committee reviews and approves the homebound request, and the parent is notified by school officials that the student has been approved for homebound education. The simple act of turning in a homebound application does not result in homebound acceptance

CREDIT RECOVERY

Students who have failed classes for high school credit may be eligible to pursue their academic requirements through online coursework. If make-up credits are needed to meet graduation requirements, a counselor will be available to assist the student in

determining an appropriate method for completing these requirements. For more information, please refer to the Virtual Academy Student Handbook.

DANCES

Students who attend school-sponsored dances must be currently enrolled at Sapulpa Junior High School. Only Sapulpa Junior High students will be allowed to attend the dances. These dances will be announced in advance. All Sapulpa Junior High School dances will be sponsored by school personnel and all school rules will be enforced, including dress code and eligibility (see below: Eligibility Requirements for Extracurricular Activities). Once a student has entered the building for a dance, he or she cannot leave and re-enter that dance.

DELIVERIES DURING THE DAY

Interruptions during class may hinder academic processes. To prevent interruptions, school personnel will accept only school-authorized delivery of goods from outside vendors. Examples of unauthorized deliveries include flowers, balloons, and cards. No food deliveries from any outside source, only a parent/guardian can bring food for their student. The food will not be delivered to the student but the student will pick up their lunch from the office during their lunch time.

DETENTION

Detention is a correctional measure used when deemed appropriate. Students are to report to the designated supervisor, at a specified time, and with class work.

DISCIPLINE

Cell Phones

Cell phones, earbuds, and headphones are not to be used or visible in any building at Sapulpa HS or JH during school hours, from 8:00am-3:00pm. The exception to this rule is that students may use their cell phone at lunch while in the Commons or in the classroom/hallway when given permission by teacher or administrators..~~ at the teacher's discretion~~. ~~If the phone is visible, whether in use or not, students will have disciplinary consequences. Students will be asked to turn in their cell phone if they ring, vibrate, or disrupt the building or educational environment. Parents may be required to pick up the cell phone from the school's main office.~~ If students are using a cell phone/electronic device without permission, students may receive disciplinary consequences for an act of defiance. ~~If a student has his/her earbuds or headphones confiscated, they may also be required to turn over their phone as well~~. ~~Refusal by a student to hand over any of these devices will be considered an act of defiance/insubordination and will be dealt with as such.~~ If a student needs to contact parents, they may ask for permission to use the phones in the main office

Identification

All persons must, upon request, promptly identify themselves to any school personnel in the school building, on school grounds, or at school-sponsored activities. Students off school grounds during the school day must identify themselves to school officials upon request. They could also be checked at certain school activities. Refusal to identify or provide false identification will result in disciplinary action.

EARLY DISMISSAL FROM SCHOOL

State law says the school day shall consist of not less than six (6) hours devoted to school activities for any person or persons. This simply means all students enrolled at Sapulpa Junior School shall be enrolled in seven (7) classes. No students shall be released early to work.

EMAIL AND STUDENT'S RESPONSIBILITY

Students are expected to check their school email daily. School email is used to deliver important and timely communication from teachers, administrators, and the district. It is the student's responsibility to keep up with this communication.

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Students must be successful in their class work if they wish to participate in any extracurricular contests or activities. Eligibility is checked on a weekly basis. If a student is failing any class for one week, he/she will be placed on probation. If that

student is failing any class after two weeks, he/she is ineligible to participate. (This does not have to be the same class. For example, a student could fail English the first week and math the second.) This includes grades and/or attendance. Students must be academically eligible to participate in any school-sponsored event or activity, including school dances.

FERPA RIGHTS

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

A. The right to inspect and review the student's education records within 45 days of the District receiving a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent FERPA authorizes disclosure without consent.

Directory Information

A. The Sapulpa School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:
   1. The student's name;
   2. The names of the student's parents;
   3. The student's address;
   4. The student's telephone listing;
   5. The student's date of birth,
   6. The student's class designation (i.e., first grade, tenth grade, etc.);
   7. The student's extracurricular participation,

8. The student's achievement awards or honors;
9. The student's weight and height, if a member of an athletic team,
10. The student's photograph; and
11. The school or school district attended before he or she enrolled in the Sapulpa School District.

B. Within the first three weeks of each school year, the Sapulpa School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment.

C. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

D. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records requests unless it states in its annual notification that it intends to forward on request).

Each student and/or student's parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW

Washington, D.C. 20202-4605

FIRE/TORNADO/SCHOOL SAFETY DRILLS

Fire, lockdown, intruder, and tornado drills are held at various intervals at Sapulpa Junior High School throughout the school year.

Students should remember these basic rules during drills and in a legitimate emergency situation:

A. Check for instructions in each classroom (posted on the wall near the exit) indicating what to do in case of a fire or tornado.
B. In the event of a drill or actual emergency, move quickly and quietly (do not run) to the designated safety area.
C. Remember:
   - The warning signal for a tornado will be given verbally by intercom.
   - The warning signal for a fire is several short blasts of the bell or sustained bell.
   - The lockdown/ intruder on campus signal will be given verbally by intercom.

FLAG SALUTE POLICY

Teachers and principals at Sapulpa Public Schools are authorized and encouraged to include the Pledge of Allegiance in classrooms, assemblies or as a part of other school events. Students whose families or faith object to this practice are not required to participate in the pledge. Students opting to not participate in the Pledge of Allegiance will respect those students who choose to take part.

GANG ACTIVITY

Any behavior, graffiti, colors, hand signs, tagging, sagging or other evidence of gang affiliation, solicitation, or initiation for gang membership is prohibited. Any effort to appear gang affiliated (extra long tees, group coordination of colors, etc.) is prohibited. Clothing, jewelry, style of dress (i.e., sagging), etc. representing any gang affiliation is prohibited at school, on buses, or at any school function. Any behavior or activity which threatens the safety or well being of our students or faculty, or which disrupts the school environment is harmful to the education process. Any student who violates this policy will be subject to disciplinary action and may be suspended for the maximum period authorized by law.

GRADUATING WITH HONORS

This is relevant for students in grades 9-12.

Students who earn a weighted grade point average of 4.0 and pass a minimum of eight (8) honors classes in their four years of high school will graduate with honors at graduation. These students will be awarded gold cords to be worn during graduation

and announced as graduating with honors. Graduating with honors is obtained using the GPA after the first semester of the Senior year.

HALL PASSES

Students must have permission to be in the halls during class time. Hall passes must be visible. Students are to go only to the destination listed on the pass. Students are expected to report immediately to his/her destination using the most direct route.

HAZING

Sapulpa Public Schools expressly prohibits hazing and/or any activities designed to initiate, on-board, or promote members of any program using demeaning, dangerous, or outlandish means.

21 O.S. § 1190 defines hazing as “an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school…”

Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

The law also notes that these types of acts are still considered hazing, even if the victim/participant agrees to engage in them.

IMMUNIZATION REQUIREMENTS

Oklahoma's School Immunization Law was first passed by the Legislature in 1970. The law was revised in 1976 to extend requirements to all children attending Oklahoma schools and to clarify that school officials are responsible for its implementation. The complete text can be found in Title 70 of the Oklahoma Statutes, Sections 1210.191-193: "Rules and Regulations for Immunization for School Children," as amended in June, 1976.

The State Board of Health for children attending school in Oklahoma requires the following:

5 DPT 3rd immunization after the 4th birthday; if not they need 4
4 POLIO 3rd immunization after the 4th birthday; if not they need 4
2 MMR after 15 months; a 2nd after the 4th birthday
3 Hepatitis B by 7th Grade
2 Hepatitis A by 7th Grade
1 Varicella (chickenpox) of childcare age; if not had disease

Exemptions from the immunization requirements are authorized in the law for medical, religious, and personal reasons. The following is a summary of information concerning these exemptions, including procedures for their authorization:

Medical Exemption

The amended School Immunization Law of 1976 states in Section 1210.193 that any minor child, through his parents or guardian, may submit to the health authority charged with the enforcement of the required immunization program a certificate signed by a licensed physician stating that the physical condition of the child is such that a particular immunization would endanger the life or health of the child and thus be exempted from the immunization requirements.

Religious or Other Exemptions

Exemptions based on religious or other objections to immunizations are also allowed. The parent or guardian must present a signed written statement briefly summarizing his/her objections.

INDIAN EDUCATION

The Department of Indian Education of Sapulpa Public Schools exists to serve Native American students in this school district. Services are provided in these areas: Indian cultural classes, classroom presentations on Indian culture, a resource lending library, tutoring at the elementary and secondary levels, and a Secondary Resource advisor. The staff is composed of a Counselor/Director/Secondary Resource Advisor, a secretary, and elementary tutors.

For more information call: (918) 224-9322
Sapulpa Junior High School
7 South Mission
Sapulpa, Oklahoma 74066

INSURANCE

The Sapulpa Public School system does not furnish medical insurance to cover our students. However, the school does provide the opportunity to purchase a medical insurance policy. Insuring the student is the responsibility of the parents.

LETTERING POLICY

Students interested in information concerning letters should contact the head coach in that sport or the sponsor of that activity. Each sport or activity varies in its lettering requirements.

LOCKERS

Lockers are provided upon request and free of charge to students for the storage of school materials and personal items. Each locker is equipped with a built-in combination lock to which only you have access. Students are strongly encouraged not to give combinations to other students or locker with friends because of convenience or location. Keep lockers locked at all times. The school assumes no responsibility for items missing from lockers. Lockers are the property of the school and are subject to search.

LOST AND FOUND

Students who have lost items at school should first check with the main office since all items, such as books, coats and gym bags are taken to the main office for safekeeping.

LOST OR DAMAGED BOOKS

Books that have been lost or damaged must be paid for in full. Students should assess the condition of their books when books are distributed and bring any damages to the attention of the teacher. The teacher shall make note of such damage and not hold the student accountable.

LUNCH SCHEDULE

Sapulpa Junior High has a closed campus. ~~for lunch, therefore once students arrive on campus~~ Once the school day begins, students are no longer allowed to leave campus until school has concluded unless granted permission from the school and/or parent.

Sapulpa Schools takes pride in serving lunch to students staying on campus. Students can enjoy a hot lunch, fast food, salads, or even snacks. Food and snacks may not be taken out of the eating area.

MESSAGES FOR STUDENTS

Classroom interruptions take away instructional time. To help control this, only messages involving emergencies will be delivered to students.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Sapulpa Public Schools

in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Students enrolled in K-12 who are suspected of having disabilities which may require special education related services may be referred for screening and evaluation.

Screening

Screening activities may include vision, hearing, speech/language and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. No child shall be educationally screened whose parent or legal guardian has filed a written objection with the Sapulpa Public Schools.

Second (2nd) through twelfth (12th) grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six (6) months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual student. Written consent of the parent or legal guardian for such evaluation must be on file prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. Before any major identification, location, or evaluation we shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur prior to conducting these activities and shall include the rights of parents under FERPA.

A complete copy of this notice is available in the office of your child's school. For further information, contact Special Services Coordinator - *224-3400.*

ONLINE EDUCATION (Sapulpa Virtual Academy)

The Sapulpa Virtual Academy is a blended approach to education that involves full or partial online delivery of content with some element of student control over the time, place, path, and/or pace of their learning. Any student wanting to enroll in a virtual course(s) at Sapulpa Junior High School must **apply through their school counselor** or the virtual coordinator. Students who enroll in the Virtual Academy will remain in this program until the completion of their current semester. For more information regarding virtual programming, please see the Virtual Academy Student Handbook.

~~Additionally, prospective students wishing to begin Sapulpa Junior High within the final thirty (30) days of a semester will be issued a chromebook and enrolled in our Virtual Academy for the remainder of the semester or their enrollment will be delayed until the beginning of the ensuing semester.~~

PARKING/VEHICLE REGULATIONS

Driving and parking on campus is a privilege and is intended for students who observe vehicle regulations established for the safety and convenience of all. All students driving automobiles or motorcycles to school must have a current year parking permit. The cost of parking stickers is $10.00. Stickers can be purchased in the high school attendance office. The proper location for the parking decal is hanging from the rear view mirror so that a person outside of the vehicle can read it.

All student parking is assigned. Student parking is marked by white stripes. The faculty is marked by yellow spaces. Students are not to park in administration and/or handicap parking spaces. Parking in handicap parking is enforced by SPD and is a mandatory citation. Students will be expected to drive into a parking space, not back into the space. There is no pull-through parking. This policy also includes the pull-through parking spaces in the back parking lot. Vehicles should be parked legally within the lines. "No Parking" signs must be observed. All drivers shall be licensed drivers and covered by insurance. All vehicles will display a current license tag.

The school is not responsible for automobiles or their contents. No loitering or visitation is allowed in the parking lot. Students must leave the vehicle immediately upon arrival on campus. Speed limits are 10 miles per hour while on school campus.

Inappropriate bumper stickers are prohibited on students' vehicles at school. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, stolen property, weapons, or any such items that are prohibited by school policy are in the vehicle. Parking in staff or administration parking areas, or any driving violation may result in disciplinary action:

Students in violation of the above parking regulations will have a warning sticker put on their vehicle. Repeat offenders may be towed. On-campus parking privileges may be

revoked at any time for rule violations. In addition, depending upon the offense, students could be subjected to legal consequences from Sapulpa Police.

PARTICIPATION STATEMENT - JUNIOR HIGH SCHOOL ACTIVITIES

All students are welcomed to participate in activities at Sapulpa Junior High School. Each student is expected to follow the guidelines described. Our goal is to provide a positive experience for each student, which will improve student performance and lead to successful competition as individuals and as a team. Whether in academics or athletics, we want our students to grow and mature in their areas of interest. When a student voluntarily quits a sport or is removed from the team by a coach, a school counselor and school administrator shall be notified immediately. This does not guarantee the student's class schedule will be changed.

Grades: (from the OSSAA Handbook)
OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exceptions for only those students participating in non-competitive activities.

A. Semester Grades
    1. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days
    2. If a student does not meet minimum scholastic standards, he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
    3. A student not meeting the above minimum scholastic standards, may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six-week period.
    4. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

B. Student Eligibility During a Semester
    1. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The school may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Central Tech students and all concurrently enrolled students.
    2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the time of the next grade

check, he/she will be ineligible to participate during the next one-week period. The ineligibility period runs Sunday through the ensuing Sunday.

3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under rule 3 with the first class of the new one-week period (Sunday through the following Sunday).
4. "Passing grade" means work of such character that credit would be entered in the records if the semester were to close at that time.

C. Special Provisions

1. A senior student maintains eligibility by passing the classes required for graduation. The number of classes in which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education.
2. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
3. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family, and natural disaster.) A maximum of two weeks is allowed for make-up work.
4. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of rule 3, Section 1-a, for the end of spring semester.

Practice And Events

Students participating in any activity are expected to attend practices. Each individual sponsor or coach will have specific practice guidelines and penalties established for missing practices. It is expected that these guidelines will be in writing and will be communicated to the student and parent(s).

A. As a general rule, practices or events will not be scheduled on Wednesday night or the entirety of Sunday. Any deviation from this schedule must be cleared with the principal at least one week in advance.
B. It is the student's responsibility to notify a sponsor or coach if the student is unable to attend a practice or event. Notification should always be in advance. It is not appropriate or acceptable to be absent from an event or practice without prior notification.

Participation Conflicts

In case of conflicts with other school activities, the following criteria will be followed:

A. Whichever event is a state, division, conference or playoff takes precedence over regular practice or competition. Example: Students involved in state chorus take precedence over a basketball game.
B. Competition will always supersede practice. Example: Student basketball games take precedence over choir practice.
C. Actual tryouts supersede practice. For example, tryouts for school play supersede basketball practice.
D. In case of two competitions of equal status, the student will be able to make a choice. Example: Basketball game the same night as a choir contest. No penalty will be assessed due to student choice.

Please discuss conflicts with the sponsors and the school principal, if necessary, in advance.

Travel

All students are expected to ride school transportation. This is an important part of participation and also allows the sponsors to prepare, arrange, and adjust. We prefer that participants stay at events to support teammates. But, if you must leave the event, you are only allowed to leave with a parent/guardian, unless your parent/guardian has personally made other arrangements with the sponsor of the event. No student will drive to events unless prior written approval from the school principal.

Dress And Behavior

Students are expected to follow all school guidelines at school-sponsored events. All school policies are in effect at events at home and away. Students participating in events sponsored by the school are always expected to dress appropriately and follow school guidelines. It is expected that students representing the school will make a positive impact through dress and behavior.

PETITIONS

No petitions for any cause may be circulated in a school building without the approval of the Superintendent of Schools or the Board of Education.

PROGRESS REPORTS

Student academic progress can be monitored using the parent portal on Powerschool.

PUBLIC DISPLAY OF AFFECTION

The school will insist that all couples conduct themselves at all times at school in such a fashion so that the attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending pupils will have the

necessary disciplinary action taken. Examples of public displays of affection are kissing, sitting on lap, ~~hand holding,~~ and hugging.

RECORDS/TRANSCRIPTS REQUEST

To request records (transcripts, testing), you may fill out a request in the Main Office. A 48-hour notice is required for all records requests. For mailing and faxing, please include all necessary information. Requests without a signature of the student or their parent/guardian will not be processed.

REPEATING COURSES

Taking a course over will not remove the original grade from the transcript. All courses taken for high school credit will become a part of the student's permanent record/transcript. The most recent course taken will count toward graduation credit.

SAFETY AND WELFARE OF OTHERS

Sapulpa Junior High School students have a responsibility for the safety and welfare of the school and the students. If a student becomes aware of any situation that could be dangerous or harmful to another student or the school, he/she should report this to an administrator or counselor immediately. This matter will be handled confidentially and tactfully in the best interest of the individual student and the school. Prevention will be the number one objective if a dangerous situation should arise at Sapulpa Junior High School. If you are concerned about your safety or that of your friends or know of a threat to your school, please call law enforcement and school administration.

SCHEDULE CHANGES

Schedule changes for the Fall semester can be requested during the Spring enrollment period. Schedule changes for the Spring semester can be requested during the designated time before Winter Break. Any changes made after the designated times can only be approved by an administrator for extenuating circumstances. Any schedule changes made to another subject area after that time will result in a grade of "F" in the course being changed. No credit will be given for the new course.

If a student drops a class and enters another class in the same subject area, credit will be given. This must be approved by the Administration when the schedule correction is made. Students who enroll from outside of the district when there is less than 90% of the time remaining in a semester, will be subject to this policy.

SCHEDULE CORRECTIONS

Schedule corrections must be made by the seventh (7th) day of each semester. Any schedule correction that does not affect graduation requirements must be approved by the administrative committee. Schedule corrections will be limited to extreme circumstances. Students must fill out a schedule correction form from the counselor's office.

SCHOOL BUSES

For the safety of all the students, each bus rider is expected to behave on the bus. Violation of any of the rules for safe bus transportation could result in the forfeiture of a student's privilege to ride any school bus for the remainder of the school year.

Students who ride buses should follow these rules of behavior:

A. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
B. Students shall keep their hands, arms, and heads inside the bus.
C. No shouting, roughhousing, or throwing objects on the bus or out of the bus window is allowed.
D. Bus riders are expected to be courteous to fellow students and the bus driver.
E. No possession or use of tobacco and/or drugs of any type is allowed on the bus (this includes vaping and/or drug paraphernalia).
F. All directions given by the driver are to be followed.
G. No skateboards or rollerblades are to be brought on any bus.
H. Students are to ride only their assigned bus. If, for any reason, you need to temporarily change and ride a different bus, you must have a bus permission form signed by a principal granting this permission.
I. Students may also face disciplinary action from school administrators due to violations while on the bus.

SCHOOL CLUBS AND ORGANIZATIONS

Sapulpa Public Schools will annually notify all parents and students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification will be by means of the student handbook and school district's web site and must include the name of each club or organization, its mission or purpose and the name of the faculty advisor if known.

Information must also be provided for clubs and organizations formed or created after the annual notification by means of the school's newsletter and the district's web site.

It will be the responsibility of the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

All new clubs must be approved by school administration and be sponsored by a school staff member.

SCHOOL DAY

The building will be open for students by 8:00 AM on Monday and 7:30 AM Tuesday-Friday. Students will not be allowed in the building before that time. Students are asked to leave the building and school grounds as soon as possible at the end of the school day. The building should be completely cleared by 3:15 PM. No students are to be in the building after 3:15 PM unless they are under the supervision of a teacher or administrator.

SCHOOL TELEPHONE USE

If a student has a call to make concerning some type of school activity, etc., they may use the phone in the main office with permission. Students should instruct parents to call them at school only on very important matters, in which case the number will be given to the student so that he may return the call between classes. A student will be called out of class to answer the telephone only in cases of extreme emergencies.

SEVERE WEATHER

Sometimes school is canceled due to severe weather. The Superintendent of Schools will make the decision if our school is to be closed. When this decision has been made, it will be announced on KTUL Channel 8, KOTV Channel 6, KJRH Channel 2, KXOJ 1550, KXOJ FM 101, KRMG 740 Radio, and other stations. School closings will be posted on the school web page and School Messenger.

SKATEBOARDS/ROLLER BLADES/LASER LIGHTS

Skateboards and rollerblades use will not be permitted on the school campus at any time, at school activities or on school buses. Laser lights are also prohibited at the school campus and at school activities.

STUDENT AIDES

8th grade students at the junior high may apply to be an aide for one period per semester. Students must apply through an application to the building principal. Aides must be in good standing academically, with discipline, and with attendance. Applications may be picked up in the counseling office.

Aides will be expected to be on time and present each period assigned. Student assistants not reporting to their proper assignment will be counted truant and reassigned to another class. They will receive an “F” as student aide and will get no credit for the reassigned class.

Aides will wear proper identification at all times.

STUDENT IDENTIFICATION BADGES

All Sapulpa Junior High students will be issued an identification badge. Each student will be issued one student ID and lanyard free-of-charge. For identification purposes, all students are required to prominently display their school-issued badge from a lanyard around the neck at all times during the school day (with the exception of extracurricular or physical activities).

Students without an ID badge during the school day will be issued a temporary ID sticker by the attendance office. For each issued temporary student ID sticker, the student will be scheduled to serve a detention before the next school day; continued use of the temporary ID sticker will result in more severe consequences.

The purpose of a student ID is for the immediate identification and safety of enrolled students. Student IDs are not to be covered with pins, stickers, pictures or any other objects, nor should they be altered in any way. In the event that the student ID is lost, damaged, or unusable for any reason, the student will be responsible for a replacement student ID at a cost of $5. Replacement lanyards can be purchased for $5.

Disciplinary consequences will result if a student wears another student's ID. Possession of another student's ID is strictly prohibited. Failure of a student to properly identify himself/herself will result in disciplinary action.

Student IDs must be turned in if the student transfers to another school, enters the total virtual program, or is suspended from school. Student IDs will be returned upon resumption of on-campus classes.

STUDENT OFFICERS

Due to the immense workload and extensive responsibilities students take on, Sapulpa Junior High School places a limit on the number of offices any student may hold for a club or organization. Sapulpa students are limited to holding office in only **two (2)** clubs or organizations. Further, they are limited to being president in only **one (1)** club or organization. Students will not be limited to membership and participation in any number of clubs or organizations. Special permission to exceed this number limit may be granted by the principal.

STUDENT SEARCH

A student, ~~his~~ their bags, ~~his~~ their car, and/or ~~his~~ their locker will be subject to a search when there is reasonable suspicion to believe ~~that~~ the student may have in his/her possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, and stolen property, any items that are prohibited by school policy (tobacco products, ~~pager~~ dab pen, etc.), or other contraband. Refusal to allow a search will be considered an admission of guilt until the search is allowed by school officials. Student searches may be conducted by school administrators while students are on any school property (including a school bus) or while attending school functions, in town or

out of town. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

TECHNOLOGY USAGE

Sapulpa Junior High provides every student with a chromebook for use in the classroom and at home. All activity on the Chromebook is the responsibility of the student to whom it was issued. Any inappropriate behavior committed on the Chromebook, whether the action is taken at school or otherwise, will be the complete responsibility of the student ~~the Chromebook is checked out to~~. Students could face disciplinary action when using their Chromebook inappropriately and continued misuse of the Chromebook could result in a student only being allowed use of a Chromebook while at school.

TELEPHONE AND/OR ADDRESS CHANGES

If a student has a change in address or phone number, please notify the attendance office. Changes must be made by a parent/guardian through the front office.

TRAVEL

All students are expected to ride school transportation to and from events. This is an important part of participation and also allows the sponsors to prepare, arrange, and adjust. We prefer that participants stay at events to support teammates. Students may leave the event with a parent or guardian after providing written communication to the coach or sponsor. In extenuating circumstances, and with written permission from the parent or guardian, a student may be released to leave an event with a specified adult. But, if you must leave the event, you are only allowed to leave with a parent/guardian, unless your parents have personally made other arrangements with the sponsor of the event. No student will drive to events unless prior written approval from the school principal.

VALEDICTORIANS/SALUTATORIANS

This is relevant for students in grades 9-12.

1. Selection of valedictorian

    a. To attain the status of valedictorian, a student must have earned at least eight (8) credits in a weighted course during 9^{th}-12^{th} Grade and/or Concurrent Enrollment core classes.

    b. Valedictorians will be chosen based on grade point average and ACT/SAT composite score. The grade point average must be a minimum of 4.250 and will be determined at the end of the seventh semester. Students must also achieve a composite score of 24 on the ACT or 1220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation.

c. All letter grades received during the seven semesters of high school will be used in determining GPA. This includes activity credits, local summer school, correspondence, and vo-tech grades.

d. Student attendance and conduct records will be considered in the determination of valedictorian recognition.

2. Selection of commencement speaker

a. One student will speak at commencement as a representative of the valedictorians.

b. The speaker will be determined by application to a committee consisting of High School staff and administration. Application must include the speech.

c. The student selected will be the commencement speaker. If the selected speaker is absent from commencement or fails to meet the requirements listed, the speaker will be the student who placed second in the selection process.

3. Selection of salutatorians is based on the same criteria as the valedictorians with the exception that salutatorians will be those students with a grade point average from 4.000 to 4.249 by the end of the seventh semester.

VISITORS DURING THE DAY

Parents are always welcome! The school policy is to accept only those visitors who have legitimate business at the school. Classroom disruptions are strongly discouraged and will be allowed only under extreme circumstances. If a parent would like to visit a classroom for a specific purpose, permission from the principal is needed.

All visitors MUST use visitor parking and report to the respective main office to receive clearance to be in the school buildings. Student visitors will not be allowed in classes during class time.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from Sapulpa Junior High School is as follows:

A. Authorization for withdrawal: the parent or legal guardian must accompany the student and show identification to the attendance clerk. If parents are divorced, custody papers must be provided.
B. Withdrawal form shall be obtained in the Attendance office.
C. Withdrawal forms must be signed by (a) all teachers, (b) librarian, and (c) counselor. All books and school property need to be turned in at the time of withdrawal.
D. The student is to return to the Attendance office with the completed withdrawal form. Your transcript and immunization record can then be

obtained from the registrar. All financial obligations must be cleared before final withdrawal.

~~2018-2019~~ 2022-2023 CLUBS AND ORGANIZATIONS

SPONSORS AND DUTY ASSIGNMENTS

Club/Organization	Sponsor	Purpose
Academic Team	Rosemary Hill	To promote academic competition and participation
Band	Whitney Yokum	To promote the visual arts
BPA	Kathy Greer	To promote and encourage school business in school
Builder's Club	Debra Williams	To promote service leadership
Choir	Gina Myers	To promote the vocal arts through music
Color Guard	Whitney Yokum	To compete and participate in the visual arts
FCA	Darlene Calip	To enhance education through the spiritual process shared by various athletes
FCCLA	Stephanie Greenfeather	To promote skills needed to become leaders of a family, out in the business world, and within the community
FFA	Kurt Rose	To promote the agricultural science
JROTC	Col. William Shannon	To promote teamwork, leadership, and patriotism
National Junior Honor Society	~~Lindsey Humphries~~ Suemaya Taha	To encourage and promote academic excellence
Ping-Ping	Molly Heritage	To promote the visual arts through dance
Special Olympics	Christine Lyons	To provide an opportunity for special needs students to meet and compete with other special needs students
Student Council	Rosemary Hill	To promote school wide participation
Yearbook	~~Roland Goodwin~~ Maggie Surber	To produce and distribute a school yearbook

Athletics

JH SPORTS	HEAD COACH
8th Football	~~Lee Wilson~~
9th Football	~~James Burkhalter~~
Fastpitch/Slowpitch Softball	Sarah Carriger
JH Fastpitch Softball	~~Karma Sanders~~
Girls & Boys Cross Country	Debra Williams
JH Cross Country	Jeremy Lusk
Girls Volleyball	Corey Harp
Girls Basketball	Darlean Calip
8th Girls Basketball	
9th Girls Basketball	Darlene Calip
Boys Basketball	Ricky Bruner
8th Boys Basketball	~~Timothy Beacham~~
9th Boys Basketball	
HS Wrestling	Kyle Blevins
JH Wrestling	Kyle Blevins
HS Boys & Girls Golf	Joseph Tuttle
JH Boys & Girls Golf	Nicola Cooper
Boys & Girls Tennis	Karma Sanders
HS Boys & Girls Track	~~James Burkhalter~~ Jeremy Lusk
JH Boys & Girls Track	~~Jeremy Lusk~~
HS Baseball	Steven Irvine
JH Baseball	Steven Irvine
Girls Soccer	Lori Arundell
Boys Soccer	Kenny Kinzer
Cheerleading	Lindsey Hurst
JH Cheer	Abby Davis

204.2 PROFICIENCY BASED PROMOTION (Revised 5-20-13)

Double promotion is discouraged and will only be permitted in unusual circumstances and must have the recommendations of the principal, teacher, and elementary curriculum coordinator with agreement by the parent(s) or guardian. When double promotion is considered the following factors will be evaluated.

-Standardized test scores (Advanced)
-Emotional stability
-Social Development
-Whether or not the academic needs of the student can be met at the present grade level
-Mastery on a grade level Proficiency Based Promotion assessment (Will be available during the months of August and May only)
-Principal/teacher/elementary coordinator recommendation
-Final approval by Superintendent

207. HOME SCHOOL OR NON-ACCREDITED SCHOOL ADMISSION AND CREDITS EARNED (Revised 5-7-01)(Revised 5-7-07)

A. The District welcomes enrollment of students who have been students in non-accredited schools and who have been homeschooled. Students enrolling in the District from non-accredited schools and who have been homeschooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that grade the student by the standards of this District's curriculum and Priority Academic Student Skills adopted by the Oklahoma State Board of Education. Test results will be maintained for at least one calendar year.

B. Students entering the District from non-accredited schools or who have been homeschooled will be required to take academic tests administered by District personnel. The tests will measure the student's mastery of Priority Academic Student Skills and will be written. Pending receipt of such test results, the administration may allow the student to attend school in a designated alternative or temporary setting.

C. The administration will determine the approved tests which will be used to implement this policy.

D. Grade and course enrollment will be based upon the results of placement tests and any other testing information and/or education records deemed to be relevant by the administration. Parental recommendations will be considered, but the District will not be obligated to place a student in the

grade or course which the parent believes is appropriate. A parent who disagrees with the placement decision of the school may present a written objection for inclusion in the student's permanent folder, and may ask the Board of Education to review those objections. Any review of a placement decision by the Board will be limited to determining whether this policy was substantially complied with by the administration. Such review will not include a review of the merits of the placement decision by the administration. If the Board determines that this policy has not been substantially complied with, then the student's placement will be remanded to the administration for compliance with this policy. The decision of the Board, however, will be final and non-appealable.

E. Students desiring to enroll in grades 9 through 12 will provide documentation of completed courses, and the student will be administered tests for all core courses to determine whether high school credit will be recognized. Tests for electives may also be required. The District will not grant high school credit in core subjects of English, mathematics, science, social studies, and foreign languages merely because the student successfully completed such courses in non-accredited schools or through homeschooling. High school credit will be granted only if the student scores a grade of at least 60 percent on Priority Academic Student Skills testing. Students will be administered the test corresponding to the last course of a core subject sequence noted on the transcript or record prepared by the non-accredited school or by the homeschooling parent.

F. Course enrollment of high school students will be made on the basis of the administered core subject tests, foreign language placement tests and elective tests, if any.

G. Upon successful completion of the first trimester in the high school, credit will be given for elective courses taken at the non-accredited schools or through homeschooling upon presentation of acceptable documentation of course completion or, if believed to be appropriate by the administration, through applicable testing.

H. Only grades earned from another high school accredited by the State Department of Education of Oklahoma or another previous home state will be used in computing grade point averages. Credits that the administration accepts from a non-accredited school or through homeschooling will be recorded as either A Pass@ or A Fail@ on District records. Only students earning credits in accredited school districts will be eligible for senior class grade point average recognition at graduation.

I. Placement exceptions to the above regulations may be made at the discretion of the building principal or the Superintendent of Schools, but such discretion must be based upon placement tests, parental recommendations, educational records and other testing information deemed relevant. For children with disabilities, the child's IEP or accommodation plan team will make individualized decisions concerning appropriate placement information and enrollment issues.

J. Students enrolling from a school in a foreign country will have the transcripts of their completed work reviewed by standards determined to be relevant by the administration, and credits will or will not be granted on the basis of such a review.

210. ACADEMIC LETTER (Approved 11-5-84) (Revised 7-10-06)(Revised 10-10-11)(Revised 5-14-12)

The intent of this policy is to recognize the students who achieve academic excellence and encourage more students to reach higher levels of learning.

A. All grades on the transcript will count toward the academic letter.

B. The grading scale to be used is as follows:

A=4, B=3, C=2, D=1, F=0

The grading scale to be used for weighted courses will be as follows:

A=5, B=4, C=3, D=2, F=0.

C. The first award will be issued after the second semester of the sophomore year, and will be based on the cumulative grade point. The next award will be issued after the second semester of the junior year and will be based on the cumulative grade point. The next award will be issued after the second semester of the senior year and will be based on the cumulative grade point. The next award will be issued at the end of the senior year for the seniors who have not met the criteria before.

D. The following grade points will be used to determine eligibility:

1. After first semester 10th - 3.8
2. After first semester 11th - 3.7
3. After first semester 12th - 3.6
4. End of 12th - 3.6

E. The first award at whatever grade level achieved will be a letter. A bar, which can be attached to the letter, will be awarded each following year the student earns the GPA at his/her respective grade level.

F. Students earning an academic letter will be recognized at the Academic Awards Banquet in the spring and at graduation.

210.1 SAPULPA HIGH SCHOOL WEIGHTED GRADE SYSTEM (Approved 11-6-2000)(Revised 6-14-10)(Revised 9-14-10)

A. Rationale for a Weighted Grade Scale
   1. Encourage enrollment in college prep courses.
   2. The weighted grade scale will assist in developing a more accurate point average for computing rank in class, scholarships, and valedictorian and salutatorian.

B. Criteria
   1. Each academic department should develop at least one advanced course which is college level in content. These courses will be eligible for the weighted scale.
   2. A review committee composed of the high school principal and the academic department heads shall recommend the courses for the weighted scale, monitor these classes, their requirements and grade distribution. The principal shall serve as chairman of the committee.
   3. The review committee recommendations shall be made directly to the Superintendent or his designee.
   4. The recommended grading system for honors/Pre-AP/AP course electives will be a 5.0 scale (A=5.0,B=4.0,C=3.0) for approved weighted courses taken and passed with a "C" grade or above.
   5. The following courses are to be weighted:
      a. Pre-AP Algebra II
      b. Pre-AP Trigonometry
      c. Pre-AP Analysis
      d. AP Calculus AB
      e. Pre-AP English II
      f. AP Literature and Composition
      g. AP Biology
      h. Pre-AP Chemistry I
      i. Pre-AP Physics
      j. Pre-AP Spanish III & IV
      k. AP Language and Composition
      l. AP US History
      m. AP World History
      n. Honors Advanced Studies III & IV
      o. Honors Debate III & IV
      p. Pre-AP Biology I
      q. Honors Academic Team III & IV
      r. Pre-AP English I
      s. AP Modern European History
      t. Honors Digital Electronics
      u. Honors Civil Engineering and Architecture
      v. AP Chemistry
      w. AP Art

6. At Sapulpa High School, honors/Pre-AP/AP weighted grades can be accumulated in grades 9-12.

210.3 HIGH SCHOOL CREDIT FOR 6TH-8TH GRADE COURSES (Approved 5-4-09)(Revised 6-14-10)(Revised 6-13-11)(Revised 3-12-12)(Revised 2-11-13)

The following high school courses, taken at either the middle school or junior high, are approved for high school credit by the Sapulpa School Board: Algebra I, Art I, Fundamentals of Technology, Drama, Music Appreciation, Spanish I and Spanish II. Sapulpa High School will honor the credit(s).

All high school courses taken at the middle/junior high school level will be automatically placed on the high school transcript unless notice is provided to the student's middle/junior high school principal by the student's parent(s) or legal guardian(s) by June 15th of the student's completed 9th grade school year. Once a course and grade is posted on the high school transcript, it will not be removed.

In accordance with the Achieving Classroom Excellence Act (ACE), it should be noted that Algebra I taken at the middle school level will not count towards the three units of mathematics required for graduation, beginning with ninth-grade students enrolled in the 2008-2009 school year. If a student completes any required courses in mathematics prior to ninth grade the student may take any three units in grades nine through twelve.

221. HIGH SCHOOL GRADUATION REQUIREMENTS (Revised 4-12-12)(Revised 5-14-12)**(Revised 8-8-16)**

This recommendation is based on the latest requirements handed down from the State Department of Education.

A. Required Subjects

4 units of English Grammar and Composition -
American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I)

3 units of math (including Algebra I)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 units of Oklahoma History and .5 unit of American Government)

1 unit of Fine Arts. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

1 unit of Computer Education. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019.

8 electives

B. Required units

Units required for graduation:	Effective 2010-11
State Department of Education	23
Sapulpa Public Schools	23

Students will receive credit for Driver Education.

C. Statewide Student Assessment System Effective July 1, 2016

For the 2016-17 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12

For students entering the ninth grade in the 2016-17 school year, each student must take the assessments included in the statewide student assessment system for 2016-17 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

For the 2017-18 school year, assessments are to be administered in:

- English Language Arts/Reading and Mathematics in grades 3-8 and at least once in grades 9-12.
- Science at least once in grades 3-5, 6-9, and 10-12 and
- U.S. History at least once in grades 9-12
- Assessments may be administered in Reading and Writing in certain grades as determined by the Board.
- A nationally recognized college and career readiness assessment (CCRA) may be administered at no cost to the student as recommended by the State Department of Education and contingent on the availability of funds.

For students entering the ninth grade in the 2017-18 school year, each student must take the assessments included in the statewide student assessment system for 2017-18 in order to graduate with a standard diploma unless otherwise exempt by law.

In addition, they must meet any other high school graduation requirements adopted by the Board of Education.

COLLEGE Preparatory/Work Ready GRADUATION REQUIREMENTS

OKLAHOMA'S PROMISE

A. Required Subjects

4 units of English Grammar and Composition – American Literature and English Literature shall be taught as a part of these 4 units.

3 units of science (including Biology I and two additional Lab Sciences courses of a higher level) For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Of the three units or sets of competencies of laboratory science required, one must be a life science meeting the standards for Biology I, one must be a physical science meeting the standards for Physical Science, Chemistry, or Physics and one must be from the domains of Physical Science, Life Science, or Earth and Space Science with content and rigor above Biology or Physical Science.

3 units of math (including Algebra I and two additional math courses of a higher level)

3 units of social studies (1 unit of US History, 1 unit of World History, .5 units of Oklahoma History, and .5 unit of American Government)

2 units of the same Foreign Language or Computer Science

1 Additional Unit selected from the courses listed above or career and technology education courses approved for college admission requirements. For students entering the 10th grade in 2016-17 these changes will go into effect July 1, 2018, meaning they affect the class of 2019. Concurrently enrolled courses, Advanced Placement courses that are approved for college admission are allowed to meet the 1 additional unit or set of competencies.

1 unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

6 electives

B. Required units

Units required for graduation:	Effective	2010-11
State Department of Education		23
Sapulpa Public Schools		23

Students will receive credit for Driver Education.

488. SEXUAL HARASSMENT (see procedure page)(Revised 8299)

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Sapulpa School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board Members of the School District with regard to the issue of sexual harassment:

A. "Employee" means any person who is authorized to act on behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including Board Members and school volunteers.

B. A student means any person who is enrolled in any school or program of the School District.

C. In the case of an employee of the School District, Asexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by one employee towards another employee which (1) is made an explicit or implicit term or condition of an employee's employment, or (2) is used as a basis for employment decisions affecting that employee, or (3) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

D. In the case of a student of the School District, Asexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.

E. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment or vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

F. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.

G. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the Superintendent, Deputy Superintendent, principal, assistant principal, or any Board Member of the School District. If the report of an incident needs to be 400 Section made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any above designated persons. All such reports should state the name of the alleged harassing student, employee or applicants involved, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

H. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

I. The Superintendent, Deputy Superintendent, principal, assistant principal, and any Board Member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

1. obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harassing student, employee or Board Member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
2. take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated, and the appropriate remedial steps taken;
3. keep the individual who is allegedly being sexually harassed reasonably apprized, to the extent allowed under federal state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
4. conduct a full and complete investigation, to the extent reasonably

possible, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;

5. based on the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of such activities or incidents, take or recommend the taking of appropriate measures, including but not limited to, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

J. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non renewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

489. GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (STUDENTS AND EMPLOYEES) (Approved 7-7-97) (Revised 4-3-06) (see procedure pages)

A. Definitions

1. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
2. Grievant: Any person enrolled in or employed by the Sapulpa Public Schools who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievances in this paragraph, members of the public may also be potential grievances. For purposes of this policy, a parent or guardian=s complaint or grievance shall be handled in the same manner as a student's complaint would be.
3. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other State and Federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title

VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

4. Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

B. Pre-filing Procedures - Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

C. Filing and Processing Discrimination Complaints

1. The Grievant submits a written complaint to the Coordinator, as applicable, stating, the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.
2. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant's requested action; and (c) outline alternatives.

   As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

3. The Respondent will submit a written answer within 10 days to the applicable Coordinator.
4. Within five days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Principal or Other Designee for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent, the Principal or Other Designee. The hearing will be conducted within 10 days after the Coordinator receives the Respondent's answer.
5. At the hearing, the Principal or Other Designee will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
6. Within five days after the hearing, the Principal or Other Designee will issue a written decision to the Grievant, Respondent and applicable Coordinator.
7. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator within five days and request, in writing, an appeal to the Superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
8. Within five days after receiving the appeal, the applicable Coordinator will refer the appeal and the evidentiary record created below to the Superintendent. The applicable Coordinator will schedule a hearing with the Grievant, Respondent and Superintendent within 10 days of receiving the appeal.

9. The Superintendent will act as an intermediate level of appeal by reviewing the Principal or Other Designee's decision and the oral and written evidence presented below and making a decision. At the hearing, the Superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented.
10. Within five days after the hearing, the Superintendent will issue a final decision in writing to all parties involved.
11. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within five days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.

12. The applicable Coordinator will notify the Board of Education, in writing, within five days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
13. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within five days of the meeting, the Board will issue a final decision in writing to all parties involved.

D. General Provisions
1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 120 days.
2. Access to Regulations: Upon request, the Sapulpa Public Schools shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, or disability.
3. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
4. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
5. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
6. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

7. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

540.1 STUDENT BEHAVIOR AND SUSPENSION (Revised 5-07) (see procedure pages)

The Board of Education of the Sapulpa School District adopts the following policy and procedures dealing with student behavior:

General Expectations - The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code - The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazings (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances

26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

SAMPLE DISCIPLINARY OPTIONS:

Detention - Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day ~~or on a Saturday~~, as deemed appropriate.

Alternative In-School Placement - Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

STUDENT SUSPENSION:

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the

School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester/trimester and the succeeding semester/trimester for all other offenses. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT - OF - SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities- and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to Firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts a-d above. However, no education plan shall be necessary for acts which fall within part "5" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an

affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.
District's Obligation:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in, in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT - OF - SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Suspension Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit.57, ' 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected.

The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the

continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:
1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the Out-of-school Suspension Committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

Out-of-School Suspension Requirements:
1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester/trimester and succeeding semester/trimester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date, indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student

suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.
5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports - The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) SCHOOL DAYS

Right of Appeal - A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option, the appeal may be directly to the Board of Education.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.
3. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

A direct appeal to the Board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.

4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:

1. The Board President should:
   a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating her/his initials.
   b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/children request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The Board President should advise the parents/child:
   a. That they are entitled to legal counsel, if they desire it.
   b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
   c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
   d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
   e. That the parents/child may ask any questions about the procedure.
3. Following the presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/children may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented, School Board members may ask the witness any questions.
6. Parents'/child's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)
9. Return to the open session and vote. After adopting a motion making certain findings of fact, the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase/decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the

student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

a. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property: or
b. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Right of Appeal:
A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parents have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parents
shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parents. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school

principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

3. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

   The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

   A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The Principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.

5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT - OF - SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in school extracurricular activities is a privilege, not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

540.1.3 STUDENT DRESS CODES (Approved 3-6-06)(Amended 9-12-17,9-10-19)

Grades 6-12

While enrolled in Sapulpa Public Schools, grades 6-12, a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective

learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following this policy, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. General Rules

   The following decorations and/or designs (including tattoos and/or brands either temporary or permanent - visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display) imprinted upon or attached to the body or clothing are prohibited:

   * Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
   * Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
   * Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

   Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

   Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips above fingertip length (arms straight down in a relaxed position).

   Permitted clothing shall be worn as designed/manufactured to include the following:

* Suspender straps must be attached as designed and worn on shoulders
* Shirts/blouses must be appropriately buttoned
* Zippers on pants and shirts must be zipped
* Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

2. Head Coverings/Sunglasses

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within school buildings, unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

3. Upper Garments

The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.

Bare midriffs, excessively low-cut necklines, off the shoulder, or bare backs are prohibited. See-through shirts or blouses may not be worn. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

4. Lower Garments

Undergarments shall not be visible. Pants and shorts shall be worn at the waist (above hips), and shall not extend below the heel of the shoe in length.

Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., will not be permitted.

Shorts, dresses and skirts shall not be conspicuous or indecent while sitting or standing. Length of the garment must extend to the tip of the longest finger on the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position.

5. Footwear

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers and shower shoes are examples of unacceptable footwear.

6. Accessories

Jewelry and other accessories shall not convey prohibited messages as defined above. Visible pierced jewelry shall be limited to the ear.
Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

7. Performing Group Uniform Guidelines

Uniforms used by parent or school-sponsored groups will be selected by the sponsor with approval by the principal or director responsible, after consultation with the Superintendent or designee. Uniforms should be tasteful and appropriate for the activity. Some approved uniforms may be appropriate for performances or competitions, but not for school attire.

8. Hair

Students will wear their hair clean and well-groomed. Extreme hair styles that disrupt the educational process or endangers the health and safety of students will not be permitted. Students may be required to alter their hairstyles to meet the requirements for participation in activities.

9. Religious and Health Accommodation

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in

writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practice or belief shall not be prohibited under this policy.

10. Clothing Assistance

It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider community resources such as clothing donations from school personnel, merchants, parent organizations, charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.

11. School Policies

Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirements. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parent(s) and/or guardian(s) have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

12. Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's *Code of Student Conduct.*

13. Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriate attire.

540.1.4 PROHIBITING POSSESSION OF DANGEROUS WEAPONS IN SCHOOL (Approved 4-13-92) (Revised 4-8-97)

A. In order to provide a safe environment for the students and staff of the Sapulpa School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

B. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Sapulpa School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.

C. For the foregoing reasons and except as specifically provided in paragraph J below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Furthermore, the use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

D. For purposes of this policy, a possession of a dangerous weapon includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

E. A dangerous weapon includes, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, dagger, bowie knife, dirk knife, butterfly knife, any knife regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife regardless of the length or sharpness of the blade, any pen knife, a credit card@ knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person. <u>THE FOREGOING LIST OF A DANGEROUS WEAPONS IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS</u>.

F. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal

authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

G. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.
H. If the Principal or designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:
    1. Immediately investigate the matter and contact the police or campus security, if appropriate.
    2. If not already confiscated by an employee of the Sapulpa School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
    3. Notify the Superintendent of Schools or designee.
    4. Notify the student’s parents.
    5. Cooperate fully with the police.
    6. Attempt to transfer confiscated weapons to the police department, if feasible.
I. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Sapulpa Public Schools.
J. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent of Schools, is required.
K. A student’s inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.
L. Notwithstanding any of the foregoing provisions, rights of due process for all students and the rights of disabled students must be observed in accordance with applicable law and school board policies.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION (Approved 1-13-03)(Revised 4-9-12)(Revised 11-11-13)(see procedure page)

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with the rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

Student and Staff Education and Training

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will face appropriate discipline pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's online reporting system found on the District's website or by calling the school.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether

the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Furthermore, the investigator will notify the district's bullying coordinator/administrator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resources provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within two (2)

school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

Parental Responsibilities

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

· Report bullying when it occurs;
· Take advantage of opportunities to talk to their children about bullying;
· Inform the school immediately if they think their child is being bullied or is bullying other students;
· Watch for symptoms that their child may be a target of bullying and report those symptoms; and
· Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 *et seq*., the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator. A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

STUDENT BULLYING PREVENTION AND INTERVENTION

Procedures

In furtherance of the Board's policy regarding student bullying prevention and intervention, the District shall require Prevention and Intervention Strategies, as described below, based on building data, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis.

The District's “Prevention and Intervention Strategies” referenced above include, but are not limited to:

1. Including prohibitions and guidance concerning bullying in the District’s Behavior Response Plan;

2. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such programs identified by the State Department of Education;

3. A school survey to determine the prevalence of bullying, which will take place during the second or third quarter of each school year and a summary of which will be made available to a District office designee; and

4. Establishment of a Safe & Healthy Schools Committee for each school site (K-12) as mandated by the School Safety and Bullying Prevention Act. The Safe & Healthy Schools Committee will consist of at least ten (10) members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. Each Safe & Healthy Schools Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the Board in promoting a positive school climate. The Committee will study the District’s policy and currently accepted bullying prevention programs (available on the State Department of Education website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and

cover: (i) needed staff development, including how to recognize and avoid bullying;
(ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving
teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

5. The development, posting, and enforcement of rules at each school site that prohibit
bullying and establish appropriate consequences for those who engage in such acts,
as defined by District policy;

6. The consistent provision of adult supervision at each school site of outdoor areas,
hallways, the lunchroom and other specific areas where bullying is likely to occur;

7. Inclusion of grade-appropriate, research-based bullying prevention curricula in prekindergarten through high school grades, as compiled by the State Department of
Education and which is reported annually using a fidelity checklist to submit to Safe &
Healthy Schools Committee members;

8. Training school personnel to be sensitive to the interpersonal dynamics of bullying
behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.

9. The participation of all employees directly involved with student services in annual
bullying awareness/intervention training and suicide prevention training;

10. The participation of all new employees directly involved with student services in
bullying awareness/intervention training and suicide prevention training before reporting to their new positions;

11. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of
those students, and involved school staff members;

12. School-wide training related to the provision of a safe school climate;

13. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which may include discussion panels, Safe & Healthy Schools Committee, TAPS, parent involvement facilitators and the like.

As the terms are used in the District's policy and this regulation, the following definitions apply.

DEFINITIONS:

A. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonable perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of bullying depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skills, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories:

"Physical Bullying" may include harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional bullying" may include the intentional infliction of harm to another's self esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

"Social bullying" may include harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

"Sexual bullying" may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. “Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

D. The term “at school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

E. In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. “Good faith” is a state of mind consisting of honesty in belief or purpose or faithfulness to one’s duty or obligation**.**

G. The term “discriminatory harassment, intimidation and bullying” is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION REPORT FORM (Revised 4-9-12)(Revised 11-11-13)

The Board of Education expressly prohibits any form of bullying behavior by students at school as well ***as active or passive support for acts of bullying*****.** In addition, the Board of Education prohibits bullying behavior by students that does not occur at school, but which causes a substantial and material disruption at school or an interference with the rights of students and personnel to be secure.

In Addition:
Any person who knowingly makes false accusations against another person will face appropriate discipline pursuant to district policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file.
Retaliation is expressly prohibited against any person who participates in reporting, investigating, or addressing any incidents of student bullying behavior.

Any person may report an issue of bullying or harassment

Today's date: _____/_____/_____ School Site: _____

PERSON REPORTING INCIDENT (optional)
Please indicate your relationship to the target of the bullying (e.g. Parent, teacher, school staff member, etc.)

Name: _____ Relationship _____
_____

Telephone: _____ E-Mail: _____
_____

1. Name of student victim: _____Grade _____ Sex _____
Race_____

Name(s) of the alleged offender(s) _____Grade _____ Sex _____
Race_____

Name(s) of the alleged offender(s) _____Grade _____ Sex _____
Race_____

Name(s) of the alleged offender(s) _____Grade _____ Sex _____
Race_____

Date & time of the alleged incident(s) _____, _____, _____, _____

Location of the alleged incident(s) _____
_____
(Off school property, athletic event, hallways, cafeteria, classroom, gymnasium, playground, school bus stop, any school sponsored activity, off campus, etc.)

List all witnesses including students and faculty or staff. If Witnesses are NOT students, please include contact information if possible:

Witness: _____ Witness:_____
___

Witness: _____ Witness:_____

2. Describe in detail the actions or behaviors that you interpret as intentional acts of bullying or harassment. *The list may include but not be limited to:* Cyber/social network bullying, social isolation or exclusion, physical threats or acts of violence, intimidation, name calling, rumors or slander, taking another person's property.

_____

_____

_____

Place an X next to one of the following:

3. Do you have copies of cyber bullying? Social Network pages, written threats, etc.

☐ No ☐ Yes, but are not attached with this report ☐ Yes and are attached with this report

4. Did Physical Injury result from this incident:
☐ No ☐ Yes, but it did not require medical attention. ☐ Yes, and it required medical attention

5. Was the student victim absent from school as a result of this incident?

☐ No ☐ Yes Number of days? _____

6. Has a complaint relevant to this incident been filed before? Where: _____

With Whom: _____ When: _____

7. Has there been a formal report filed with the Sapulpa Schools Campus Police, Sapulpa Police Department, or Creek County Sheriff's Office? ☐ Yes No

8. If yes, please provide the Police Report Number._____

NOTE: If the bullying/harassment include physical assault and battery or sexual assault or battery, threats to kill, or threats that include a weapon, then the Sapulpa School Resource Officer must be notified for preparation of a formal police report.

SAPULPA PUBLIC SCHOOLS
BULLYING INVESTIGATION SUMMARY

Sapulpa Public Schools Board Policy 540.1.7 (Excerpt)
"Require school administrators to identify the appropriate personnel to document, investigate, and review all reports of bullying they receive."

Step 1: Assignment for investigation to site administration

Date Received: _____ Investigator's Name _____

Documentation:

☐ Written statement of student victim
☐ Written witness/bystander statements with your *both victim and/or alleged offender*
☐ Written statement of alleged offender
☐ Written statement of school nurse if applicable
☐ Review of any medical information
☐ Collected and examined any physical evidence if available
☐ Obtained copy of police report if available
☐ Written summary of investigation conclusion
☐ Interview and/or notification of investigation / to parents/guardians
☐ Intervention Plans – Victim Offender Bystander School Community
☐ Follow up Report (See Step 2)

Findings of Bullying

The Complaint is Sustained. Bullying was verified.
(If Sustained a School Intervention Plan must be developed and implemented)

The Complaint was Not Sustained. There was not enough verifiable proof that Bullying taking place or the complaining party has refused to assist in the investigation.
(If Not Sustained a School Intervention Plan *may* be developed and implemented)

Unfounded. The complaint was discovered to have no merit or the complaining party has informed the investigator that the allegations were false and untrue.

Notification of Student Parents/Guardians

Date of notification of victim's parents: **phone** **letter** **conference**

Date of notification of accused parents: **phone** **letter** **conference**

Step 2: Follow Up

A follow-up interview with the student/victim is mandatory within two weeks, (maybe earlier) to close the investigation regardless of the Findings listed above. *Note: Even an unfounded report requires a follow up.*

Follow Up with the victim(s) within two weeks of conclusion of investigation has been assigned to:

Name Date Completed

Findings of Follow Up Interview

Victim reports no other concern: Victim's INTIAL HERE

Parent/Guardian contact optional:
Date of Contact Phone: Letter: Conference

Person who made contact:

School Intervention Plan for Victim – Offender – Bystander		
School Intervention Plan Victim: Yes	No	If no, why was a plan not implemented?
School Intervention Plan Offender: Yes	No	If no, why was a plan not implemented?
School Intervention Plan Bystander: Yes	No	If no, why was a plan not implemented:
List names of school personnel involved in writing the plan:		
(School Intervention Plan is not required for all parties)		

ADMINISTRTION ONLY	
This investigation is closed:	Dated:
This investigation remains open:	Dated:

540.2* STUDENT ATTENDANCE (Revised 4-12-2010)(Negotiated 8-19-13, 8-24-17, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. NOTES FROM

HOME WILL NOT BE ACCEPTED. Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

· They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or Edgenuity) approved by the school district and are meeting the following attendance requirements:

§ The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

§ The student is on pace for on-time completion of the course as required by the school district,

§ The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

· They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct

supervision of a teacher or coach. According to OSSAA rule 2, “a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible.” The State Board of Education Rules state “the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete.”(If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury *
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district’s O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will

be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.

E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of

permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the fifth absence.

2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester.

3. Any elementary ~~or middle school~~ student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned throughout the semester and there will be no penalty reflected for attendance.

G. CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

540.2.2 BUILDING PASSES

Students who leave the campus should check out through the attendance office.

Students having appointments off campus during class time should have their parents notify the office by phone to receive their building pass. Notes are not accepted. If a student leaves the campus without checking out through the attendance office, his/her absence will be recorded as a truancy.

540.6 STUDENT POSSESSION OF WIRELESS TELECOMMUNICATION DEVICES (Approved 10-2-89)(Revised 9-10-01, 11-14-11, 6-8-15)

Sapulpa Public Schools promotes an environment for instructional learning that is safe and secure. The District recognizes the importance of electronic tools as communication and e-learning tools. When used appropriately, these tools can significantly enhance Sapulpa Public Schools teaching and program effectiveness. Therefore, in order to foster digital citizenship, students and staff are required to practice appropriate and responsible use.

A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse, or bookbag.

B. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students may use their electronic devices before or after school hours, during passing between classes in school hallways, during lunch, and during class for academic purposes when authorized by site administration and classroom teachers. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action outlined by Board Policy 540 STUDENT DISCIPLINE. On any offense, a student may forfeit his/her permission to possess a wireless telecommunication device for a time to be determined by the building administrator. Authorized school personnel (School Administrators) shall have the authority to detain and search any student electronic device upon the reasonable suspicion that the student is misusing the electronic device, including suspicion about dangerous weapons, controlled

dangerous substances, intoxicating beverages, low-point beer, missing or stolen property. Authorized School personnel and classroom teachers shall have the authority to confiscate the device from the student's possession and follow site procedures on transferring and securing the device to Authorized school personnel. Refusal by a student to give the device to school personnel when requested may result in the student being subject to a violation of the student code of conduct.

541.1 DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES (Approved 10-3-05)(Revised 4-7-08)(see procedure page)

1. Definitions

For purposes of this policy, the following definitions apply:

(a) "Controlled substance" means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

(b) "Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

(c) "Serious bodily injury" means bodily injury that involves –

(1) a substantial risk of death;

(2) extreme physical pain;

(3) protracted and obvious disfigurement; or

(4) protracted loss or impairment of the function of a bodily member, organ or mental faculty.

(d) "Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

(e) "School day" means any day, including a partial day, that children are in attendance at school for instructional purposes.

2. Case-By-Case Determination

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the District's code of student conduct.

3. Short-Term Disciplinary Removal

District personnel may remove a child with a disability who violates the District's code of student conduct from the child's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

(a) the removal is for more than ten (10) consecutive school days; or

(b) the child has been subjected to a series of removals that constitute a pattern.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

(a) the series of removals total more than ten (10) school days in a school year;

(b) the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and

(c) such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

[However, in an effort to promote uniformity in the decision-making process, the Board of Education has determined that it is in the District's best interest that it not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student's short-term removals exceed ten (10) school days over the course of the school year, the District will follow the process identified in this policy for implementing a long-term removal.]

4. Educational Services During a Short-Term Disciplinary Removal

The District will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, District personnel, in consultation with the child's special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child's IEP.

5. Notification

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the District's code of student conduct, District personnel will notify the child's parents of the decision and provide the parents a copy of the District's *Parents Rights in Special Education: Notice of Procedural Safeguards* form.

6. Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child --

(a) carries or possesses a weapon at school, on school premises, or to or at a school function;

(b) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or

(c) has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

7. Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the District's code of student conduct, the District, the parent and relevant members of the child's IEP team (as determined by the parent and the District), will review all relevant information in the student's file, including the child's IEP, any teacher observations and any relevant information provided by the parents to determine --

(a) if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

(b) if the conduct in question was the direct result of the District's failure to implement the IEP.

The conduct will be determined to be a manifestation of the child's disability if the District, the parent and relevant members of the child's IEP team determine that a condition in either (a) or (b) of this paragraph was met.

If the District, the parent and relevant members of the child's IEP team determine that the conduct in question was the direct result of the District's failure to implement the IEP, the District will take immediate steps to remedy those deficiencies.

8. Determination that Behavior Is a Manifestation

If the District, the parent and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP team will either –

(a) conduct a functional behavioral assessment, unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

(b) if a behavioral intervention plan has already been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior.

Except as provided in section 6 of this policy, the IEP team will return the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

9. Determination that Behavior Is Not a Manifestation

If the behavior that gave rise to the violation of the District's code of student conduct is determined not to be a manifestation of the child's disability, then District personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

10. Educational Services During a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a child with a disability will --

(a) continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child's IEP; and

(b) receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child's IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

11. Appeal to Hearing Officer

The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this policy, or the District, if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may –

(a) return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child's behavior was a manifestation of the child's disability; or

(b) order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated if the District believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the District, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.

The District may also seek a court order to remove a child with a disability from school or change the child's current educational placement if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

12. Providing Records to Disciplinary Decision Maker

If the District initiates disciplinary procedures that would constitute a change of placement for a child with a disability, District personnel will ensure that the child's special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

Adopted by the School District Board of Education on April 7, 2008.

544. STUDENT DRUG AND ALCOHOL BOARD POLICY

544.1 ILLEGAL AND ILLICIT DRUGS AND ALCOHOL (Approved 8-7-90) (Revised 5-07)

A. Any student using, under the influence of, in possession of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law),

illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, at any school-sponsored event, or traveling to and from school events will be subject to disciplinary measures, which may include suspension for the remainder of the current semester/trimester and the following semester/trimester. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat the current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.

B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.

C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

544.1.3 STUDENT ACTIVITY DRUG TESTING (Revised 8-3-09)(see procedure page)

A. Purpose: To protect the health and safety of extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Sapulpa Public School District.

This policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

Participation in school-sponsored interscholastic extracurricular activities at the Sapulpa Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students arising as a result of illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

For the safety, health and well being of students in extracurricular activities the Sapulpa Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 8-12. The administration may adopt regulations to implement this policy.

544.2 MEDICATIONS (Approved 9-6-94) (Revised 4-7-08) (see procedure pages)

A. Purpose

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

B. Definitions

1. For purposes of this Policy, these terms have the following definitions:

   a. "Medicine" or “medications” includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

   b. “Parent” means a parent, a court appointed guardian or a person having legal custody.

C. Policy

1. Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of

nonprescription and prescription medications may administer medication to students with legitimate health needs.

2. Except as provided in this Policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

3. As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

4. The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

5. The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

6. Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

7. Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

    a. Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel;
    b. Procedures for administration, documentation, handling and storage of medication; and
    c. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

8. Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

9. Students who are able to self administer specific medications, such as inhaled asthma medication, or use specialized equipment, such as an inhaler, may do so provided such medication and special equipment are transported and maintained under the student's' control in compliance with the following rules:

    a. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.

    b. The parent must provide a written authorization for self administration of medication.

    c. Parents who elect self medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

    d. The written authorization will terminate at the end of the school year and must be renewed annually.

    e. If the parent and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment.

    f. Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.

    g. Students will not be allowed to self administer:

        1. Narcotics;

        2. Prescription painkillers;

        3. Ritalin; and

4. Other medication hereafter designated in writing by the District.

h. Except as otherwise provided by an individual student's school health plan, students may self administer non-diabetes-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.

i. Students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.

j. The parent will provide an emergency supply of a student's inhaled asthma medication to be administered by school personnel, as required by state law.

10. Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

    a. Student name (affixed to the container);

    b. Ingredients;

    c. Expiration date;

    d. Dosage and frequency;

    e. Administration route, i.e., oral, drops, etc.; and

    f. Other directions as appropriate.

    School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

11. Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

    a. Student name;

    b. Name and strength of medication and expiration date;

c. Dosage and directions for administration;

d. Name of the licensed physician or dentist;

e. Date, name, address and phone number of the pharmacy.

12. The parent must provide and maintain the supply of prescription medication for the student.

13. The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:
    a. Date of destruction;
    b. Time of destruction;
    c. Name and quantity of medication destroyed; and
    d. Manner of destruction of medication

    Any and all controlled substances will be destroyed according to state law.

14. The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

    a. A legitimate lack of space or facility to adequately store specific medication;

    b. Lack of cooperation by the student, parent and/or prescribing doctor and the District;

    c. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood altering, allergic reaction, etc., considered to be deleterious to the health and well being of the student;

    d. Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and

    e. The medication expiration date has passed.

931. INTERNET ACCEPTABLE USE (Approved 9-7-04)(Revised 4-9-12)

A. Purpose Statement. Independent School District No. 33 of Creek County, Oklahoma (the District) provides students and employees access to the District's computer network system, including Internet access, to expand informational and communication resources. This policy outlines the users= rights and responsibilities that are assumed with use of the District resources.

B. Internet Access B Terms and Conditions.

1. Internet Filtering - Material may be available on the Internet which is inappropriate for distribution to children and is not considered to be of educational value by the District. This District believes that the value of the information and interaction available on the Internet outweighs the possibility that students and employees may procure material not consistent with our educational goals. While it is impossible to control all material available on the Internet, the District has installed filtering software to block material deemed inappropriate. This filter is in compliance with the Children's Internet Protection Act. Filtering guidelines are driven by educational need and access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material.
2. Acceptable Use - The use of the District system will be monitored by district personnel and must be in support of education and consistent with the educational objectives of the District. The transmission or receipt of any material in violation of any United States or state law or regulation and the transmission or receipt of any material inconsistent with the educational objectives of the District is prohibited. This includes, but is not limited to material that:
   a. Libels, meaning making a false statement about a specific individual, which tends to harm the individual's reputation.
   b. Promotes group defamation and hate, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, handicapped condition, or advocates illegal conduct or violence or discrimination toward any particular group or people. This includes racial and religious epithets, Aslurs@ and abuse.
   c. Displays or promotes unlawful products or services, meaning material which advertises or advocates use of products or services prohibited by law from being sold or provided to minors.
   d. Disrupts school operations, meaning material which, on the basis of past experience or based upon specific instances of actual, or threatened disruptions relating to the information or

material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

e. Contains material which is vulgar, lewd, indecent, or obscene, meaning material which, taken as a whole, (1) an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language and (2) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

3. Privilege of Use - Use of the District system is a privilege afforded to students, staff and employees of the District. Inappropriate use may result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's Instructional Technology Director or Administrative representative to be inappropriate due to particular facts and circumstances.
4. Inappropriate Use - Each system user is expected to comply with District policies governing Internet access, while abiding to generally accepted rules of network etiquette. E-mail and network resources are to be used to further the educational process. Students or staff who violate these policies shall be subject to school and/or criminal action. These general rules include, but are not limited to, the following:
   a. Appropriate language - Do not use obscene, profane, vulgar, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
   b. Safety - Do not reveal personal contact information about yourself or another person. Do not use District Internet access to arrange meetings with individuals met online. Users will promptly disclose to the teacher, Instructional Technology Director or another member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. The district provides resources for students, staff, and faculty to raise awareness of Cyber safety issues.
   c. Electronic mail - Electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to District Email. Messages relating to or in support of illegal activities may be subject to criminal penalties.
   d. Network resources - System users should not use the network in a way that will disrupt the use of the network. The network is to be used for educational, professional and career development. Storage of personal files on district resources is discouraged.
   e. Intellectual property - Users assume responsibility to verify the licensing of software prior to installation. Users must respect the

rights of copyright owners and comply with all limitations imposed upon use of copyrighted material Users will not download copyrighted files.

5. Limitation of Liability - The District makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy of information obtained through the use of the District system or the Internet. The District is not responsible for any financial obligations incurred during use of the District system.

6. Security - Users are responsible for network and Email account security and should take precautions to prevent others from accessing their account. Users should not provide their personal password to other users, unless that person is a representative of the I. T. Department. Unauthorized access to network resources or user accounts will be treated as a serious offense and may result in the termination of network rights. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.
7. Vandalism - Vandalism of District hardware, software or the system itself will result in cancellation of privileges and possible other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, or crash all or any portion of the District's computer system. System users will adhere to District policies governing the downloading of software to help minimize the spread of computer viruses.
8. Application and Enforceability - The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Use Policy executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this Acceptable Use Policy. The system user acknowledges that any violation of this acceptable use policy may result in access privileges being revoked and/or disciplinary action being taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.



SAPULPA MIDDLE SCHOOL

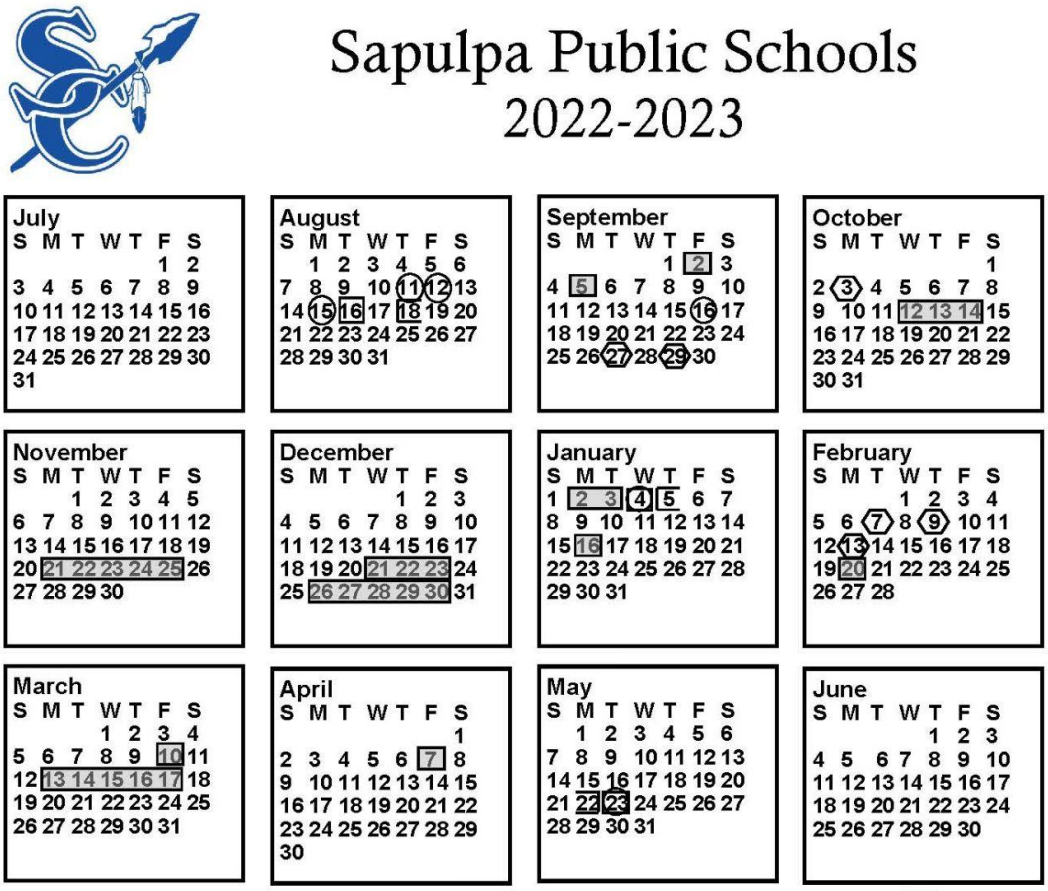
2022-2023

STUDENT HANDBOOK

1304 EAST CLEVELAND

918-224-8441

Sapulpa Public Schools
2022-2023



1st Semester

August 2022
8 New teachers report
11 Professional Day
12 Professional Day
15 Professional Day
16 Workday
18 First day of School

September
2 No School
5 Labor Day (No School)
16 Professional Day
27 Secondary PT Conf.
29 Elementary PT Conf.

October
3 All District PT Conf.
12-14 Fall Break (No School)

November
21-25 Thanksgiving Holiday (No School)

December
21-January 3 Winter Holiday (No School)

1st Semester	
Days Taught	78
PT Conferences	1
Professional Days	4
Teacher Workday	1

2nd Semester

January 2023
4 Prof Day/Work Day
5 Classes Resume
16 Martin L. King Jr. Day (No School)

February
7 Secondary PT Conf.
9 Elementary PT Conf.
13 All District PT Conf.
20 President's Day (No School)

March
10-17 Spring Break

April
7 No School

May
19 Graduation
22 Last Day of School
23 Prof. Day/ Work Day

2nd Semester	
Days Taught	85
PT Conferences	1
Professional Days	1
Teacher Workday	1

Total	
Days Taught	163
Weather Days	4

B.O.E. Approved– 3/7/2022

Non-Discrimination Clause

939. NOTICE OF NON-DISCRIMINATION (Approved 8-13-12)
The Sapulpa Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Johnny Bilby, Chief Officer for Human Resources, TLE & Student Services
511 East Lee, Sapulpa, OK 74066
918-224-3400
Section 504 Coordinator (for questions or complaints based on disability):

Section 504 Coordinator (for questions or complaints based on disability)
Katherine Stufflebeam: Director of Special Services
511 East. Lee, Sapulpa, OK 74066
918-224-3400

Gender Equity

Title IX of the Educational Amendments of 1972 is applicable to the programs and activities of the Sapulpa School District. Title IX provides:**"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance…"**The Sapulpa School District is committed to gender equity. To this end, the District prohibits discrimination the basis of gender and the Board of Education has adopted a Grievance Procedure which may be utilized by employees, students or parents who wish to assert claims of discrimination. Additionally, the District has appointed a Title IX and Section 504 Coordinator who, among other responsibilities, ensures compliance with the District's legal obligations in the area. The District's Title IX and Section 504 Coordinator may be contacted by phone at (918) 224-3400 or in writing at Sapulpa Public School, 315 East Lee, Sapulpa, OK 74066. A copy of the District's "Grievance Procedure for Filing, Processing and Resolving Alleged Discrimination Complaints" may be obtained, upon request, from the Coordinator.

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Welcome to Sapulpa Middle School

This handbook is issued so parents and students may become familiar with policies and regulations of Sapulpa Middle School. All students are responsible for the information and regulations included and are subject to all rules and regulations set forth by the Sapulpa Board of Education, State Department of Education, and the Oklahoma Secondary School Activities Association.

"A Guide for Students, Faculty, and Patrons"

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Sapulpa Board of Education, State Department of Education, Oklahoma Secondary Schools Activities Association, North Central Accrediting Association, and State and Federal Laws.

Sapulpa District Mission Statement

The mission of Sapulpa Public Schools, in partnership with the community, is to provide premier education to ensure that every student achieves success in a global society.

Sapulpa Public Schools Vision Statement

Academic Excellence in a Caring Environment

With these philosophies in mind Sapulpa Public Schools, its Board of Education and its employees commit to the following:

Goal 1: Provide a premier learning experience for all students.

- We will deliver and expect excellence in all curricular and extracurricular programs including: academics, activities, the arts and athletics.
- We will become the model school district in the Midwest for delivery of digital curricular content in the classroom, the community and in the home.
- We will develop, maintain and enhance partnerships fostered in the school; cultivated in the community and among families to create "real world" learning to close the experience gap.
- We will make decisions in the best interest of our students and backed by data, research and experience.
- We will ensure that students have 21st century tools for their educational experiences.
- We will focus on learning experiences that require solving complex problems.
- We will create lifelong opportunities for our graduates.
- We will honor prior learning and differentiated learning styles.

Goal 2: Provide Fiscal Responsibility for Successful Operations of our School

- We will ensure that district resources are utilized efficiently and responsibly. We will maintain district resources in a responsible and efficient manner.
- We will enhance limited state-provided financial resources with local partnerships focusing on capital improvements and operational expenses.
- We will form and value community partnerships to enhance resources available to our students.
- We will invest in professional development to ensure an excellent teacher in every classroom.
- We will ensure that human resources are effectively utilized.
- We will value human resources for their contributions to excellence in our district.

Goal 3: Provide visionary leadership for our community.

- We will deliver students that are college and career ready.
- We will provide a safe and secure learning environments for students and staff.
- We will promote and recognize excellence in public education to strengthen our community, state and nation.
- We will ensure effective two way communication among students, staff, and administration, school board, parents and community.

Sapulpa Middle School Mission Statement

Sapulpa Middle School strives to provide a safe and caring environment for learning. We focus on high expectations and academic excellence, ensuring students become self-sufficient and respectful young adults, while encouraging parental and community investment.

Advantages of Middle School

Sapulpa Middle School offers its students these advantages:

- Teachers provide for a full curriculum and personalized attention for each student.
- Individual and group counseling services
- The opportunity to explore and work independently within a formalized structure
- The opportunity to participate in athletics
- A fair and consistent discipline system
- A rich exploratory curriculum that allows students to explore their interests in the arts, technology, and foreign cultures
- Special education and remediation programs
- An administration, faculty, and staff dedicated to excellence
- Pre-AP courses for academically advanced students

Working Together to Ensure Student Success

The student success manual is intended to assist parents and students in understanding the high expectations of Sapulpa Middle School; however, teachers and administration can employ additional measures to maintain the safety, security, and integrity of the educational process. Please keep in mind that not every issue is covered in the handbook.

Professional Learning Communities (PLC)

Sapulpa Public Schools is a learning organization. We are educators focused on learning. Simply put, learning, both quantitatively and qualitatively, is our business. The purpose of the PLC structure is to purposely place groups of people in a collaborative environment with specific charges to move the actions and results of the district toward the vision of the highest level of learning possible for every student, every faculty member, and every day. To that end, all certified staff members must attend regularly scheduled professional learning committee meetings. The improvement of teaching and learning in our district is the responsibility of all staff.

Students Rights and Responsibilities

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set for in no way limit the legal authority of school officials to deal with disruptive students.

Rights

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students have the right to compete for student office and to vote in the elections.
5. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
6. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in appropriate cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

Responsibilities

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, chromebook, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.
4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators, and other responsible school officials.

ADMINISTRATION

Washington Administration Office

Superintendent	Robert Armstrong	(918)224-3400
Assistant Superintendent	Johnny Bilby	(918)224-3400
Business Manager	Kenda Terrones	(918)224-3400
Director of Instructional Design	Donia Doudican	(918)224-3400
Director of Special Services	Katherine Stufflebeam	(918)224-3400
Director of Accountability	Amy Riff	(918)224-3400
Director of Technology	James Lawrence	(918)224-7089
Director of Operations	Steve Wilkins	(918)224-7089
Athletic Director	Michael Rose	(918)224-6826
Director of Child Nutrition	Hayley Holmes	(918)224-3400
Director of Indian Education	Kayla Chupco	(918)224-9322
Programs Coordinator	Stephanie Kiesau	(918)224-3400

Sapulpa Middle School

Principal	Peter Carter	(918)224-8441 Ext: 2004
Assistant Principal	Amy Sanders	(918)224-8441 Ext: 2001
Assistant Principal	Bruce Plummer	(918)224-8441 Ext: 2002
Counselor	Alex Burns	(918)224-8441 Ext: 2020
Counselor	~~Kari Childress~~	(918)224-8441 Ext. 2005
Registrar	Jill Latham	(918)224-8441 Ext: 2003
Administrative Assistant	Kealie Yockam	(918)224-8441 Ext: 2000

SMS BELL SCHEDULE

MONDAY

1st Hour	8:40	9:35
2nd Hour	9:40	10:35
3rd Hour	10:40	11:35
First Lunch	11:40	12:10
4th Hour	11:40	1:10
Second Lunch	12:40	1:10
5th Hour	1:15	2:10
6th Hour	2:15	3:10

TUESDAY-FRIDAY

ADVISORY	8:10	8:35
1st Hour	8:40	9:35
2nd Hour	9:40	10:35
3rd Hour	10:40	11:35
First Lunch	11:40	12:10
4th Hour	12:15	1:10
Second Lunch	12:40	1:10
5th Hour	1:15	2:10
6th Hour	2:15	3:10

ENROLLMENT

To attend Sapulpa Middle School, a student must reside with parents or legal guardians within the district boundaries. All students new to Sapulpa Public Schools must enroll at our district enrollment center located at 511 E. Lee.

521.5 STUDENT RESIDENCY REVISED 11-3-03

The Sapulpa School District is established for the purpose of serving the educational interests of resident students.

A. Definitions

1. Residency. As used in this policy, the terms "residence," "residency" and "legal residence" shall mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified in paragraphs C.1. and C.3. below.
2. Person having legal custody. As used in this policy, the phrase "person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.
3. Homeless children and youth. As used in this policy, the phrase A homeless children and youth@ means students who lack fixed, regular and adequate nighttime residence, and includes:
   a. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
   b. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
   c. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
   d. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses a-d.

B. Policy Statement

1. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence.
2. State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district and does not fit into any of the three categories listed in paragraph B.1. above if such adult has assumed permanent care and custody of the child.

Withdrawal Procedure

The procedure for withdrawing from Sapulpa Middle School is as follows:

1) Authorization for withdrawal: the parent or legal guardian must accompany the student and show identification to school officials. If parents are divorced, custody papers must be provided.
2) Withdrawal form shall be obtained in the Registrar's office.
3) Withdrawal forms must be signed by (a) librarian, (b) cafeteria and (c) counselor. All books and school property need to be turned in at the time of withdrawal.
4) The student is to return to the registrar in the main office with the completed withdrawal form. The student may obtain his/her transcript and immunization record. All financial obligations must be cleared before final withdrawal.

DAILY OPERATIONS

School Day

The building will be open for students ***Monday at 8:10 a.m.,Tuesday through Friday at 7:40 a.m.***. Students will not be allowed on school grounds before that time. Supervision for students on school grounds is not available prior to 7:40 a.m., therefore students will not be allowed on school premises. Students are asked to leave the building and school grounds as soon as possible at the end of the school day, and the building should be completely cleared by 4:00 p.m. No student should be in the building or on school grounds after 3:20 p.m. unless they are under the supervision of a teacher or administrator.

Inclement Weather-School Cancellations

Sometimes school is canceled due to severe weather. The Superintendent of Schools will make the decision if our school is to be closed. When this decision has been made, it will be announced on KTUL Channel 8, KOTV Channel 6, KJRH Channel 2, KXOJ 1550, KXOJ FM, KRMG 740 Radio, and other stations. School closing will be posted on the school web page (www.sapulpaps.org). Homes may also be called with the school district's automated phone message system.

Telephone and/or Address Change

If there is a change in phone number or address, please log on to your PowerSchool profile and update your phone number and/or address as soon as the change happens. This will allow the school to see the change and contact you if an emergency should arise with your student.

Attendance Policy

540.2* **STUDENT ATTENDANCE** (Revised 4-12-2010)(Negotiated 8-19-13,8-24-17, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours. To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED**. Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or Edgenuity) approved by the school district and are meeting the following attendance requirements:
    - The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
    - The student is on pace for on-time completion of the course as required by the school district,
    - The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, "a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible." The State Board of Education Rules state "the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contest. State and national contest are those for which a student must earn the right to compete."(If a student is participating

in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury *
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is

defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.

E. HALL PASSES - Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the fifth absence.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester.
3. Any elementary or student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned throughout the semester and there will be no penalty reflected for attendance.

G. CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

SMS Attendance Procedure

If your child is going to be absent, please leave a message on the attendance line by 2:00 p.m., the day of the absence at (918) 224-8441. Please include the student's first and last name, grade, reason for absence, relationship to student, and callback number.

Distance Learning

Please refer to the SPS Distance Learning Parent/Student Guide for more information. It may be located on the Sapulpa Public Schools website (www.sapulpaps.org), District/Distance Learning.

Make-Up Work for Absences

Make-Up Work- is defined as any assignments or tests students need to complete due to an absence.

All work missed during a period of absence may be made up. For each day of absence, a student shall have one (1) school day to make up the missed work, unless granted additional time by the teacher. During the period of make-up time allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the makeup time has expired. For example, if absent on Monday, make up work is due to the teacher by the beginning of the class period on Wednesday. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up.

Students need to be absent at least (2) consecutive days before assignments can be requested. When it is necessary because of multiple absences, such as illness, parents may request assignments. Please call the office **prior to 10:00 a.m.** Assignments may be picked up the same day after 3:00 p.m. in the office for all requests made prior to 10:00 a.m. Assignments requests made after 10:00 a.m. may be picked up the following day after 3:00 p.m.

Tardy Policy

Tardies

A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call before 7:55 am to excuse a tardy. No tardies will be excused if the call is made after school starts.

SMS Tardy Procedures

First-Hour Tardies

Parents must call before 7:55 a.m. to excuse a tardy. No tardies will be excused if the call is made after school starts.

Guideline Discipline for Tardiness/Excludes Advisory

First Tardy	Verbal Reprimand for Student
Second Tardy	Written Reprimand and Parent Notification
Third Tardy	Parent Notification and detention
Fourth Tardy	Parent Notification and detention
Fifth Tardy	Referral to Assistant Principal via email

Arriving Late and Early Dismissals

Students are required to sign-in at the office upon arriving at school after the first hour bell rings. Students will be given truancy or a coded absence upon parent notification. Students leaving school before regular dismissal time must clear and sign-out through the office.

Parent contact with the office will be necessary before a student is cleared to sign out. If all efforts to contact a parent fail, an administrator may clear the sign out.

After the parent calls the school, an early dismissal slip will be sent to the student. The student must bring this slip to the office to sign out. If the student does not sign out before leaving school, an appropriate disciplinary action will be administered. If the student returns the same day, they must check back in with the office.

Students must remain in class for 50% or longer of the class period in order to be counted present. If a student leaves before 50% of the required time, the student will be counted absent. The absence will be coded according to the reason for early dismissal.

SMS Checking In and Out Procedures

1. Students are not to arrive at school before 8:10 on Mondays and 7:40 Tuesday-Friday.
2. When students arrive at school before the bell dismissing to class, they are to report to the Gym or Commons if they are eating breakfast. If a student needs to visit with a teacher prior to classes beginning, they can make prior arrangements or ask permission from the teacher on duty. Students are not permitted to roam the halls prior to the start of school.
3. Students that are late to school must check in with the office before going to class.
4. When it is necessary for appointments to be made during the school day, the parent/guardian must check the student out through the office. All persons must show identification when checking out a student.
5. Students will not be allowed to leave school with anyone other than a parent/guardian without prior permission.

Going to and from School

Community residents have a right to privacy, private property, and freedom from abusive behavior. On the way to and from school, students shall not hang around, litter, go on another person's property, assault anyone, or create nuisance conditions for residents of the community. While the school does not assume responsibility for their actions to and from school, students may receive disciplinary actions if the need arises.

Dress Code

The Sapulpa Board of Education believes that the majority of students in the public school recognize their own individuality and have no need to express themselves in extreme dress or grooming styles.

Dress Code Procedures

Students who elect not to conform to the dress and grooming guidelines set forth by this policy will be subject to the following procedure and consequences.

- A student who is out of dress code will have two options:
    - Call home to have appropriate attire brought to school in a timely manner.
    - Choose appropriate attire from the SMS clothes closet.

- With the exception of extreme Dress Code violations, the student will be sent back to class to continue academic instruction.

Consequences

- A student who is unable to obtain suitable attire by either a phone call or the clothes closet may be subject to disciplinary action by a counselor or administrator.

540.1.2 APPROPRIATE SCHOOL ATTIRE

The principals of the respective schools and grade levels are authorized by the Board of Education to enforce standards of appropriate dress in their respective buildings. Any unusual manner of dress or appearance which, in the judgment of the principal, tends to detract from the chief function of the school will be prohibited. Principals should seek the cooperation of parents in solving specific problems in this area, but the decision of suitable attire and grooming rests with the principal.

540.1.3 **STUDENT DRESS CODES** (Approved 3-6-06)(Amended 9-12-17, 9-10-19) Grades 6-12

While enrolled in Sapulpa Public Schools, grades 6-12, a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Although the Board wishes for each student to accept responsibility for following this policy, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code.

1. General Rules

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent - visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco alcohol, or illegal drugs or drug paraphernalia.

- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, and shall have no holes worn through, slashes or rips above fingertip length (arms straight down in a relaxed position). Permitted clothing shall be worn as designed and manufactured including the following:

- Suspender straps must be attached as and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened
- School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Lockers

Lockers are provided free of charge to students for the storage of school material and personal items. Students are strongly discouraged from giving combinations to other students. Students may not share lockers with friends because of convenience or location. Students will receive one warning if they are caught sharing a locker and then will be given a detention after this. Keep lockers locked at all times. Students that chose methods to keep their lockers from locking can receive detention for such behavior.
The school assumes no responsibility for items missing from lockers. There shall be no permanent applications of lockers such as wallpaper, stickers, markings, or other permanent applications that are not permitted.

564. LOCKER SEARCH AND SEIZURE Approved 2-7-94

A. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc. as applicable. Thus, although students have privacy rights in their locker contents against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time and for any reason.

B. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

C. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Student Search

A student, his/her belongings, and his/her locker will be subject to a search when there is reasonable suspicion to believe that the student may have in his/her possession controlled drugs, counterfeit drugs, drug-related paraphernalia, alcoholic beverages, weapons, stolen property, any items prohibited by school policy (tobacco products, pager, etc.), or other contraband.

Name on Belongings

Label all personal items such as lunch boxes, coats, hats, etc. with the student's name.

Lost and Found

Students losing items at school should check in the lost and found to see if it has been placed in the lost and found. Students who find things that don't belong to them should take the items to the gym so that they may be returned to the rightful owner.

Miscellaneous/Distracting Items

Students are not permitted to have blankets, footballs, soccer balls, baseballs, basketballs, trading cards, fidget spinners, or toys on the school grounds, in the buildings, or on the school buses at any time. Laser pointers and animals are specifically prohibited. **THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.**

Bicycles and Skateboards

The bicycle racks are located west of the new building by the bus lane. All bicycles should be secured and locked during school hours. The school cannot assume responsibility for the safety of your bicycle. Any student having unauthorized use of someone else's bike may be suspended from school. If a bike has valuable accessories that can be removed, it would be wise to remove them and lock them in a locker. Bicycles and skateboards may not be ridden on school grounds including the bus loop and parking areas. Skateboards are to be placed on the skateboard rack at the front lobby upon arrival to school.

Roller Blades

Roller blades, skate shoes, etc. are not allowed at school. This includes storing them in your locker, gym bag or bringing them on the bus. (see also student discipline)

Deliveries During the School Day

Interruptions during the class period hinder the academic process, school personnel will accept only school-authorized delivery of goods from outside vendors or school related items that a student may have forgotten. Deliveries of balloons, flowers, etc….. are prohibited throughout the day. Examples of unauthorized deliveries include but are not limited to flowers, balloons, and cards.

Identification

By law, all persons must, upon request, promptly identify themselves to any school personnel in the school building,

Parents and guardians of children attending Sapulpa Public Schools are welcome and encouraged to visit their child's school. Every visitor, including parents and guardians, to one of the District's school buildings MUST report to the main office to check in as soon as he or she enters the school building. All visitors will be issued an ID badge on school grounds, or at school-sponsored activities. A driver's license or state ID must be presented in the office to obtain a pass to proceed into the school. Students off school grounds during the school day must identify themselves to school officials upon request.

Visitors

540.2.3*VISITORS TO SCHOOL AND CLASSROOM OBSERVATIONS DURING THE SCHOOL DAY (Negotiated 8-2000)(Revised 11-11-13)to wear while in the building.

In-Person Meetings with Teachers - Parents and guardians who wish to consult with their child's teacher in person should contact the teacher in advance to schedule an appointment. Such in-person meetings will be scheduled during the teacher's plan time or another non-instructional time.

Classroom Observations - For purposes of this policy, the term "observation" includes short visits to a classroom during class time, as well as longer visits of 15 or more minutes. To maximize class time on task and minimize interruptions, all visitors must arrange class time observations in teacher classrooms in advance. Classroom observations will be scheduled at prearranged times. If the classroom teacher or the building administrator determines that a scheduled observation is disrupting classroom instruction or the orderly operation of the classroom or school, the observation may be ended before its scheduled ending time.

Parents and Guardians - Parents and guardians request classroom observation by contacting either the teacher in whose classroom observation is desired, or the building administrator. Parents and guardians need not complete a Request for Observation form, but must make their request in advance and obtain advance approval. The building administrator, in consultation with the classroom teacher, will make decisions concerning such requests.

Children - Child visitors are not permitted in classrooms during class time.

Other Professionals - In addition to the parents and guardians of Sapulpa Public Schools students, the District receives occasional requests from school-affiliated professionals to observe in classrooms. Examples include requests from visiting educators, intern teachers and university students completing a practicum. The District also receives occasional requests to observe from non-school-affiliated professionals, such as social workers and licensed psychologists. Such persons seeking to observe in a classroom must complete and submit the Request for Observation form to the building administrator. These forms will be available in the office of each building administrator. The building administrator, in consultation with the classroom teacher, may approve or deny the request or seek additional information before making a decision.

Messages for Students

Classroom interruptions take away instructional time for all students. To help control this, only messages involving emergencies will be delivered to students. Messages will be delivered between 1:30-2:00 each afternoon. Messages received after 2:00 p.m. may not reach your child before the end of the day. Please make every effort to make transportation arrangements with your child before he/she leaves for school each morning.

540.2.4 USE OF TELEPHONE (Revised 11-14-11)

If a student has a call to make concerning some type of school activity, etc., he/she may use the phone in the attendance office. Students should instruct parents to call them at school only on very important matters, in which case the number will be given to the student so that he may return the call between classes. A student will be called out of class to answer the telephone only in cases of extreme emergencies.

Office Passes

Students must have prior written permission from a teacher, counselor, or administrator to miss class for a counseling or administrator visit. Students who miss class without prior written permission will be considered

truant. Students may sign up to see the counselor or administrator by completing a request form, which is available in the Counselor's office.

Hall Passes

Students must have permission to be in the halls during class time. Teacher/Staff issued hall passes will be evidence of permission. The pass must be visible or disciplinary action may be taken. Students must have a pass to leave the classroom/gym/office etc. Students are to go only to the destination listed on the pass. If a student goes to a destination not listed on the pass, then that student is considered truant and subject to disciplinary actions.

Chromebook Initiative

Sapulpa Middle School is a part of the Sapulpa Public School's 1:1 Chromebook initiative. Each student will have access to the use of a chromebook in their classes throughout the day for instructional purposes.

SMS Cell Phone Procedures

Possession, without prior authorization, of a wireless telecommunication device
Cell phones and other wireless communication devices (Smart watches, etc…) may **NOT** be used in the building. They may only be used after school when students are out of the building.

First offense- Phone is taken, student receives a warning, student may pick up the phone, at the end of the day, in the office.
Second offense- Phone is taken, student receives a detention, student may pick up the phone from office.
Third offense- Phone is taken, student receives a detention, the parent/guardian will be required to pick up the phone from office.
Fourth and further offense- student is considered in disobedience of a directive of a school official and will be subject to further disciplinary action.

540.6 STUDENT POSSESSION OF WIRELESS TELECOMMUNICATION DEVICES
Approved 10/02/89 Revised 09/10/01 Revised 11/14/11 Revised 06/08/15

Sapulpa Public Schools promotes an environment for instructional learning that is safe and secure. The District recognizes the importance of electronic tools as communication and elearning tools. When used appropriately, these tools can significantly enhance Sapulpa Public Schools teaching and program effectiveness. Therefore, in order to foster digital citizenship, students and staff are required to practice appropriate and responsible use.

A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by *site administrators and classroom teachers*. When use is not authorized, Wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse or bookbag.

B. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students may use their electronic devices before or after school hours, during passing between classes in school hallways, during lunch, and during class for academic purposes when authorized by site administration and classroom teachers. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action outlined by Board Policy 540 STUDENT DISCIPLINE. On any offense, a student may forfeit

his/her permission to possess a wireless telecommunication device for a time to be determined by the building administrator.

Authorized school personnel (School Administrators) shall have the authority to detain and search any student electronic device upon the reasonable suspicion that the student is misusing the electronic device, including suspicion about dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property. Authorized School personnel and classroom teachers shall have the authority to confiscate the device from the student's possession and follow site procedures on transferring and securing the device to authorized school personnel. Refusal by a student to give the device to school personnel when requested may result in the student being subject to a violation of the student code of conduct.

SMS Cafe

565 STUDENT MEALS:(Approved 7-1-2002 Revised 10-09-2019)

All students may eat meals in the school cafeterias. For those students whose families qualify, meals are provided for Free or at a Reduced Price. Prior to any meals being served free or at a reduced price, a current, approved application must be on file in the Child Nutrition Office. New applications must be completed each school year. Children who were eligible to receive free or reduced price meals on the last day of the school the previous year may eat as a free or reduced price student for the first 30 days of school or until a new application has been received and approved, whichever comes first.

Students who pay for meals are encouraged to do so on a weekly or monthly basis. Each student has an account into which money may be deposited. At mealtime, each student enters his/her account number, and the cost for one meal is deducted at the point of service. Parents are urged to keep track of their child's meal account balance. Meal accounts are not to be considered charge accounts. Money must be deposited on a regular basis if the student is expected to eat in the cafeteria. Checks or money orders are preferred, as cash is easily lost. If it is necessary to pay cash, please put the cash in an envelope, and write the child's name, grade, teacher and the amount on the outside of the envelope. Credit cards may be used to pay for meals online at www.myschoolbucks.com. There is a small charge to use credit cards for meals.

The cafeteria manager at each site will be more than happy to discuss a student's meal account balance with parents. Please call at times other than meal service, since the manager is not available at this time (elementary breakfast generally runs from 8:30 to 9:00, lunch service runs from approximately 11:45 to 1pm) Due to the volume of students fed each day, it is not possible to call parents on a regular basis to remind them about a child's account balance. Parents may set up automated email messages for low balance notifications by setting up an account at www.myschoolbucks.com.

Occasionally, students lose or forget their money for lunch and breakfast. When this situation occurs, the following procedures will be followed:

A. Elementary students will be allowed to accumulate up to three lunch and three breakfast charges. Secondary students will be allowed to charge one breakfast and one lunch.
B. After the student has reached the charge limit, the student will not be allowed to charge, but will be given a peanut butter or cheese sandwich at lunch time for up to three days. Nothing will be given at breakfast.
C. When the charges are repaid, the student at a later date may charge meals again.
D. Charge notes will be sent home at least twice a week at the elementary school sites. Secondary school students will be given a charge note at the time of service.
E. Students will not be allowed to charge milk or additional food (a la carte) items.
F. Mea. charges will not be allowed during the last two weeks of school. A student who has lost or forgotten money during these two weeks will be sent to the office to call a parent. The parent may then authorize one charge. Only one additional charge will be allowed, even with parental approval. This is necessary so that

the unpaid charges can be repaid before the end of the school year. A notice to this effect will be on the May menu each year.

Cafe Expectations

1. Eating areas should be left as clean as possible with nothing left on the tables or floors.
2. All lunches are to be eaten in the cafeteria or designated area. No food may be taken out on the playground or bleachers.
3. Students may not cut into the lunch line. Students may not save places in line or save table space.
4. Students are required to stay on school grounds during lunch. School personnel are on duty in the cafeteria and on the playground each day.
5. Students are to use appropriate table manners during lunch.
6. Students must raise their hand to be excused from the table in the cafeteria. Failure to do this may result in disciplinary action.
7. Students may not eat anywhere else in the school building without a note from staff members.
8. Students may not enter the media center unless they have a pass from the media center specialist.

A free or reduced lunch is available to students who qualify. You may pick up an application in the school office, however all parents will receive an application at the time of enrollment.

The lunch price is $2.75 and the cost of breakfast is $1.75.

Outside Expectations

There are times when students may be allowed outside throughout the day. Students will be required to follow the expectations below while outside on the playground.

1. Games that require contact or tackling are not permitted.
2. Fighting and wrestling are not permitted.
3. No rock, sand or grass throwing.
4. Only students with passes will be allowed in the hallways during lunch time.
5. If any playground equipment is accidentally knocked outside the playground boundaries, get permission from the playground duty teacher/administrator before going after it.
6. Please do not stand in front of the exit leading to the playground.
7. Cell Phones will not be permitted for use during the school day on the playground. They need to be turned off and put away at all times.

If you have a problem see the adult on duty.

Damage to School Property

All Sapulpa school property belongs to the patrons of Sapulpa School District and is intended to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he or she is personally liable financially and subject to discipline by school authorities.

543. DAMAGE TO SCHOOL PROPERTY
543.1 PAYMENT FOR DAMAGE

Each student shall pay for all damage he or she may do to the school property or property of other students, within one (1) week after demand, therefore, unless by arrangement, payment is deferred until a later date. Failure to make such payment shall be cause for suspension. This is in compliance with Section 24-101 Title 70, of Oklahoma Statutes.

Transportation

Students who reside more than one and a half miles from their designated campus are eligible for school bus transportation. Bus stops are set by the Director of Transportation. Students who live less than a one mile and a half mile radius will not be permitted to ride the bus.

School Buses

For the safety of all the students, each bus rider is expected to behave on the bus. Violation of any of the rules for safe bus transportation could result in the forfeiture of a student's privilege to ride any school bus for the remainder of the school year.

Students who ride busses should follow these rules of behavior:

1) Students shall enter the bus in an orderly fashion, go directly to a seat and **remain seated** until the destination is reached.
2) Students shall keep their hands, arms, and heads inside the bus.
3) No shouting, roughhousing, or throwing objects on the bus or out the bus window is allowed.
4) **No gum, candy, drinks, or food will be allowed on any bus. The driver does not have the authority to override this policy.**
5) Bus riders are expected to be courteous to fellow students and the bus driver.
6) No possession or use of tobacco on any type is allowed on the bus.
7) All directions given by the driver are to be followed.
8) No skateboards or rollerblades are to be brought on any bus.
9) **Students are to ride only their assigned bus. If, for any reason, a student needs to temporarily change and ride a different bus, he/she must have a bus permission form signed by a principal/office personnel granting this permission.**

Bus discipline will be handled by the Director of Transportation ((918)-224-7089). Students who purposefully engage in extreme acts of misbehavior that jeopardizes the safety of others or commit acts of vandalism on the school bus may lose their bus transportation privileges upon their first offense. Examples of this include but are not limited to: fighting, cutting bus seats, and disrespecting a bus driver.

542. PUPIL BEHAVIOR ON SCHOOL BUSES

In cases where the bus driver is having difficulty in controlling children on buses, the driver will bring the child to the principal's office for a conference regarding the difficulty. If this procedure fails to bring about cooperation and a child continues to give trouble on the bus, the principal may deny him the privilege of riding the school bus. When this is done, the principal should notify the parents by letter of the action and the reason for such action. This policy is not intended to relieve the driver of his responsibility for maintaining control of the children, and if a principal thinks the driver is not doing all that he could or should, he should have a conference with the driver to help him develop better control of the pupils. Failure to secure acceptable bus behavior through the above procedure justifies asking the business manager to arrange a conference with the bus driver. The foregoing shall not constitute the limits of the driver's authority, particularly in case of emergencies, but would constitute general guidelines for disciplinary problems.

Dismissal

Sapulpa Middle School classes dismiss on Monday through Friday at 3:10 p.m. School buses will load and unload on the west side of the building. Parent pick-up/car riders will load and unload on the north side of the building in the u-circle drive. Walkers will exit the north doors by the playground. Students are not permitted to exit the east side of the building.

TAPS

All parents are encouraged to join and take an active part in our TAPS (Teachers and Parents of Sapulpa) organization. You will be notified in advance of the time and dates of the meetings.

ACADEMICS

PowerSchool Parent Portal

Parents can access their student's grades and other educational records anytime by logging onto the Sapulpa Public Schools parent portal at https://ps.sapulpaps.org/public/ or by going to the Sapulpa Public Schools website and following the appropriate links.

Homework

Homework or out of school assignments are considered an integral part of the course work. Sapulpa Middle School encourages a reasonable amount of school work to be done at home to reinforce skills learned during the school day. This practice also gives the parent an opportunity to share in the student's education. An excessive amount of homework might indicate a lack of wise use of school time by the student. Failure to complete and return assignments will result in a reduction or grade or no credit given.

Late Work Procedure

Late Work- is defined as any work completed and turned in after a designated due date (this procedure applies to all assignments given). Sapulpa Middle School will follow the following procedures for late work:

> Late work will be accepted each grading period. A teacher may choose to assign a late grade to work not turned in on the due date.
>
> **No late work will be accepted the last week of the grading period for each semester.**

Student Retention

204.3 PROMOTION, RETENTION AND CLASSIFICATION FOR SECONDARY SCHOOLS (Approved 7-1-02)(Revised 10-10-11)(Revised 8-12-13)

A. Grades Sixth through Ninth:

1. Promotion - Students must meet the academic and attendance requirements to be promoted. Students are expected to turn in homework, study for and take the required tests, participate in learning activities in and out of the classroom and be responsible in their commitment to getting a quality education. Course requirements will be given to students at the beginning of the school year. Parents are invited to contact teachers early in the school year to get specific information and tips for a successful year.
2. Retention - Students with two (2) or more failing grades in core subjects will be considered for retention. A failing grade is defined as an AF@ or any grade point average below 1.0. The following are options for students at risk of retention:

a. Students may attend a supplemental academic program (i.e., summer school, Saturday Morning School, night school). To receive credit for a summer school program outside the school district, students will need prior approval from the corresponding department chair and/or an administrator. After successful completion of a supplemental academic program, the retention status will be reviewed.

b. Students may apply to take a proficiency test. The test will be given once the core area failed. If a passing grade is made on the test, the retention status will be reviewed.

c. State attendance and retention laws will be applicable.

Student Promotion

Sapulpa Middle School has a promotion policy which follows Oklahoma State Law section 504.

Media Center

The Media Center is open each day from Advisory through the last hour of the school day, Monday through Friday, unless otherwise determined by the media specialist. Students may use the Media Center during their lunch period, if they obtain a pass from the media specialist prior to lunch.

Library materials may be checked out for two weeks. Failure to return library books on time will result in a .05 cent fine a day. Overdue notices are sent to students through their English teacher as a courtesy reminder. However, failure to receive the notice does not negate the fact that library materials are overdue. Lost and/or damaged materials will need to be replaced at replacement cost. If students do not clear their library account, access to PowerSchool may be blocked by administration.

There is no food or drink allowed in the Media Center. All school rules regarding computer use, Internet use, cell phones, etc. are also in effect while using the Media Center.

Lost/Damaged Books

Books that have been lost or damaged must be paid for in full. Students should pay the librarian and keep the receipt in case their book is found. Students should assess the condition of their books when checked out from the library.

Internet and Other Computer/Chromebook Privileges

Each student and parent/guardian must sign the Chromebook Agreement form in order to have access to the chromebook. Using the internet and Chromebook is a privilege and each student is personally responsible for his or her own actions on the Internet. Unacceptable use or behavior will result in disciplinary action, which may include suspension and/or revocation of their Internet access service. Chromebook Handbook

Internet Access

The Internet is a wonderful and exciting tool for providing information to students and staff. The content scope of the Internet is as boundless as a user's imagination. Consequently, all the information and resources of the Internet cannot be classified as appropriate or educational for student use. Unacceptable Internet use will consist of, but is not limited to the following:

- Transmitting, accessing, printing, downloading or uploading any material that might be deemed pornographic, obscene, sexually explicit, indecent or vulgar.
- Transmitting, accessing, printing, downloading or uploading any material that might be deemed abusive, hateful, degrading, demeaning, derogatory or defamatory.
- Vandalizing, damaging, disabling or gaining unauthorized access to another person's property, file, data or materials.
- Accessing, printing, downloading, or uploading personal web pages.

Wide Area Network

Unacceptable use will consist of, but is not limited to the following:

- Vandalizing, damaging, disabling or gaining unauthorized access to the network resources
- All students must sign an "internet User Agreement Form."

Students failing to comply with these guidelines will be subject to the discipline procedures of the school, which may include out-of-school suspension, alternative placement within the school or possible civil action.

Failure to Follow Policy

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

Field Trip/Activities

Students transported out of the school district for a school-sponsored activity must have a signed permission slip on file. A student on a field trip may only be released to his/her parent or guardian. A student may not be released to any other individual even if a note giving permission or permission by phone is made. This also includes athletic trips.

Dances

Students who attend school-sponsored dances and mixers must be currently enrolled at Sapulpa Middle School. These dances will be announced in advance. School personnel will sponsor all Sapulpa Middle School dances and all school rules will be enforced, including dress code. For protection, once a student has entered the building for a dance he/she cannot leave and re-enter that dance.

Dance Dress Code Requirements

1. The hemline needs to meet the same requirements as stated in the handbook under "Dress Guidelines." Absolutely NO bare midriff bodices (top of the dress) allowed.
2. Strapless and spaghetti strap dresses will be allowed if the bodice (top of the dress) is of modest cut. Special attention should be paid to V-cut bodices. V-cut bodices should be extremely modest in length.
3. Please abide by all other dress code rules as listed in the handbook. Please pay special attention to the policy regarding earring for boys, see-through clothing, hats, sunglasses, etc.
4. There is a great concern on the behalf of the Sapulpa Administration regarding appropriate dresses for our dance. Students are expected to use modesty and decorum in selecting dance dresses.

Assemblies

During assemblies at Sapulpa Middle School, students are expected to demonstrate courtesy, cooperation, and consideration that they have been taught at school and at home. There are always visitors at our assembly programs, and it is a credit to our student body when visitors are able to comment on the courtesy of students toward speakers, performers, and visitors.

Assembly Behavior
Expected behavior during an assembly:

I. Opening Exercises
All members of the audience are expected to stand for the presentation of the flags. Actual participation in these rituals is encouraged, but is not mandatory. However, showing respect by refraining from talking, laughing, or whistling is always mandatory.

II. Program
Performers on stage deserve to be respected. Students are expected to demonstrate respect for them by refraining from talking, whistling, or other distracting behavior.

Athletic Event Behavior

At Sapulpa Middle School we promote positive behavior. Cheer for our teams, not against the opponent. Derogatory, demeaning, degrading remarks that are intended to put down the opponent will not be tolerated. Disciplinary action will be imposed for failure to comply with this policy.

- Students will not be allowed to loiter in the entrance. Students will need to be sitting in the stands watching and cheering for their teams. Students who do not follow this procedure will be required to sit with their parents in the stands or may be asked to leave the premises.

Special Education

The Special Education Department of Sapulpa Public Schools actively seeks to find any student residing in the district who has a disability recognized under the Individuals with Disabilities Education Act. Special education provides an individualized program for students with disabilities. Students with disabilities receiving services are ages 3-21, who may be physically disabled, and intellectually disabled, emotionally disturbed, learning disabled, developmentally delayed, traumatic brain injured, and other health impaired, visually or hearing impaired, speech-language impaired, autistic, or multiply disabled. To inquire about special education, please contact the special education department at Sapulpa Public Schools at 918-224-3400.

261. SPECIAL EDUCATION (Revised 12-7-09)

A. The Sapulpa Public Schools are committed to providing a free and appropriate public education for every child, including those with handicapping conditions that make special education services necessary for a successful education. Special education services are provided in accordance with Public Law 94-142 and all applicable state and federal laws.

B. The Sapulpa Public Schools maintain a continuum of service delivery systems available to meet the special needs of the exceptional child. Services include homebound teaching, self-contained classes, resource classes, itinerant teachers, prescriptive assistance and monitoring for handicapped children in regular classes.

C. While emphasizing the philosophy of "least restrictive environment" in which handicapped children are educated with non-handicapped children to the extent they can benefit from such placement, the realism of the special needs of handicapped children is considered in deciding their educational program. Emphasis is given to placement in a program designed to assure development with minimum failure.

D. The Sapulpa Public Schools make an ongoing effort to find handicapped children who are unserved, so that they too may receive special services to help them develop to the fullest extent possible. The goal of education for these exceptional children is to help them lead successful, responsible lives.

E. The Sapulpa Public Schools recognizes that parents and students who reach the age of majority have the right to revoke consent for their child's special education and related services. In accordance with regulation (IDEA), Part B, of CFR 34 300.9 (3) and 300 (b)(4).

Speech

A therapist conducts classes for students with speech and/or language disorders. The students must qualify according to state guidelines in order to receive those services. Referrals for these services may be initiated by the parent of the student, the teacher, principal, or other professionals who work with the student.

Title I: Math and Reading

Title I is a federally funded program designed to provide additional help to students whose reading or math skills are below grade level. This program is designed to not only strengthen reading and math skills, but to increase self-confidence and motivation. Enrollment is dependent upon meeting qualification guidelines.

Title III: Math and Reading

Title III: English Language Learners (ELL) The purpose of Title III is to ensure that limited English proficient students meet the same challenging state academic content and student academic achievement standards as all other

students. Staff assigned to each building complete assessments and determine the level of support for each student. Please direct any questions to the student's school counselor.

Indian Education

The Department of Indian Education of Sapulpa Public School exists to serve our Native American students in this school district. For more information call (918) 224-9322 Sapulpa High School, 3 South Mission, Sapulpa, Oklahoma 74066

Planning/Scheduling Process

The pre-enrollment process begins each year in February. Course planning guides for course information will be distributed to each student. Early planning contributes to an understanding of individual needs and a well-balanced educational program that addresses those needs. **Course selection should be a firm decision made by the student after consultation with his/her parents and or guardians, teachers and counselor.**

Demand for courses and classroom availability will determine class offerings.

During this process students are encouraged to review the requirements set forth by the Sapulpa Board of Education, and the State Department of Education. Meeting these requirements is the responsibility of the student and parent.

STUDENT DISCIPLINE

540.3 STUDENT BEHAVIOR_

Student behavior may not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. Student speech or action may not intrude upon the work of the school or the rights of others.

540.4 STUDENT CONDUCT: DISRUPTION OF SCHOOL

It is the purpose of the Board of Education, acting within the intent and letter of the laws and constitution of this state, to provide instruction for students at public expense. An act of any person or persons to interfere with or to thwart that purpose is unlawful. Therefore, actions by a student or students to interfere materially or substantially with the operation of the school by infringing upon the rights of others to accept instruction, by defacing or destroying school property, by rioting, break-ins, sit-ins, smash-in, and picketing to force students not to cross picket lines are illegal. Students who engage in such activities will be prosecuted to the full extent of the law.

Discipline

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The School is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and obedience to school rules.

The school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding socially acceptable behavior. Further, when the behavior of an individual student comes into conflict with the rights of others, disrupts public order, or is immoral by general accepted standards of this community, corrective actions are necessary for the benefit of the individual and of the school. The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline that child while the child is in attendance or in transit to or from the school or while participating in any school function authorized by the school district.

All students shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction with consideration to progressive consequences. The

following are some examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on the other students, whether the offense is physically or mentally injurious to other people, whether the incident is isolated or habitual behavior and any other circumstances which may be appropriately considered. Students are expected to maintain the school dress and discipline codes at school dances and other extracurricular activities regardless of the location. Possession and use of tobacco, drugs, alcohol, weapons and any other types of misconduct are strictly forbidden during all school activities. Failure to adhere to this policy will result in disciplinary action.

Any off campus behavior that is illegal or becomes disruptive to the educational process could fall under the jurisdiction of the school authorities. Behaviors that violate civil laws/ordinances may result in a citation by the city police, which will require an appearance in the juvenile court system.

Skateboards, roller blades, and shoes with wheels will not be permitted at school, school activities or on school buses. Laser lights are also prohibited at school and at school activities

540.-549. STUDENT DISCIPLINE

540.1 STUDENT BEHAVIOR AND SUSPENSION (Revised 5-07) (see procedure pages)

The Board of Education of the Sapulpa School District adopts the following policy and procedures dealing with student behavior:

General Expectations - The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Sapulpa Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code - The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without +approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazings (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance

22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

SAMPLE DISCIPLINARY OPTIONS:

Detention

The purpose of this discipline plan is to achieve student excellence and to provide a mechanism for dealing with minor student issues. There will be two major categories of offenses, academic related offenses and behavioral offenses. Detention will be held after school. Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate supervisor at the specified time with class work to be studied. Students who miss an assigned detention are subject to additional disciplinary measures, such as but not limited to: additional detention days, or overnight suspensions.

Lunch detention is a discipline to provide a mechanism for dealing with minor problems and many behavior problems that occur during the lunch time. Only the principal and assistant principal can assign lunch detentions.

Alternative In-School Placement (ADC)

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Student Suspension

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester/trimester and the succeeding semester/trimester for all other offenses. **ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.**

For complete information regarding suspension and appeals please see Board policy 540.1 at www.sapulpaps.org

Sapulpa Municipal Juvenile Court

Sapulpa Middle School cooperates with local law enforcement in referring students who violate Oklahoma Law to the Sapulpa Municipal Juvenile Court. Cases referred to the court are generally those involving truancy, a minor in possession of a tobacco product, and illegal drugs. In all cases a Sapulpa Police Officer will issue a citation to a student and give them a court date. A parent and/or legal guardian must accompany the student to court as well. In addition, students may face disciplinary action at school. Furthermore, Sapulpa Middle School adopts a zero tolerance policy towards fighting. Students involved in a fight of any kind will be suspended from school and may receive a juvenile court citation.

Public Display of Affection

The school will insist that all couples conduct themselves at all times at school in such a fashion that the attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending pupils will have the necessary disciplinary action taken. Examples of public displays of affection are kissing, sitting on lap, hugging, holding hands, etc.

Possession of Dangerous Weapons

540.1.4 PROHIBITING POSSESSION OF DANGEROUS WEAPONS IN SCHOOL
(Approved 4-13-92) (Revised 4-8-97)

A. In order to provide a safe environment for the students and staff of the Sapulpa School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

B. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the Sapulpa School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.

C. For the foregoing reasons and except as specifically provided in paragraph J below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

D. For purposes of this policy, Possession of a dangerous weapon@ includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

E. A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchaku, dagger, bowie knife, dirk knife, butterfly knife, any knife regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife regardless of the length or sharpness of the blade, any pen knife, credit card knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person. THE FOREGOING LIST OF DANGEROUS WEAPONS IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS.

F. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

G. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

H. If the Principal or designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.

2. If not already confiscated by an employee of the Sapulpa School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.

3. Notify the Superintendent of Schools or designee.

4. Notify the student’s parents.

5. Cooperate fully with the police.

6. Attempt to transfer confiscated weapon(s) to the police department, if feasible.

I. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Sapulpa Public Schools.

J. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent of Schools, is required.

K. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

L. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies

Smoking and Use of Tobacco Products

Sapulpa Public Schools has a 24/7 rule on tobacco possession. Signs are posted on campus to remind students, employees, and patrons that no tobacco products are allowed on school property at any time No student is to be in possession of tobacco on the property of Sapulpa Public Schools 24 hours a day, 7 days a week. Students are not to smoke or use tobacco products including electronic cigarettes in the school building, on campus, or inside the area of the parking lot. Tobacco products, including electronic cigarettes, are not to be in the student's possession on campus. This includes school activities at home and away. The product will be confiscated and the student will be disciplined.

544. STUDENT DRUG AND ALCOHOL BOARD POLICY

544.1 ILLEGAL AND ILLICIT DRUGS AND ALCOHOL

(Approved 8-7-90) (Revised 5-07)

A. Any student using, under the influence of, in the possession of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, at any school-sponsored event, or traveling to and from school events will be subject to disciplinary measures, which may include suspension for the remainder of the current semester/trimester and the following semester/trimester. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.

B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by the Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.

C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

942. Medical Marijuana, Hemp & Cannabidiol (CBD)**(Adopted: 9.11.2018, 4.8.19)**

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student,employee, parent or any individual, notwithstanding the possession of a medicalmarijuana license, is strictly prohibited while on the premises of the District and in school vehicles; going to and from and attending District sponsored functions, events and athletic activities, including those District sponsored functions, events and/or

athletic activities which occur in a location other than the premises of the District; utilizing District equipment or transportation; and in any other instance in connection with the District where the District reasonably deems the possession of marijuana to be illegal. In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the District will proceed with all actions and consequences that are afforded to the District under any state or federal law, employment contract, District policy, student handbook provision, or any other authority applicable to or adopted by the District.

A. Definitions

The following definitions shall apply:

1. Marijuana: all parts of the plant Cannabis sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin (except cannabidiol made from hemp which meets the definition of "Hemp Cannabidiol" as defined below). The term "marijuana" shall not include any federal Food and Drug Administration- approved cannabidiol medication.

2. Hemp Cannabidiol ("Hemp CBD"): a nonpsychoactive cannabinoid made from hemp that has a tetrahydrocannabinol concentration of not more than three- tenths of one percent (0.3%).

3. Hemp: the plant Cannabis sativa L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.

4. THC: tetrahydrocannabinol. The terms "marijuana" and "possession of marijuana" will be interpreted by the District in accordance with state and federal law. Any conflict between state and federal law as to the definition or treatment of "marijuana," "possession of marijuana," "hemp" or "cannabidiol" will be interpreted in accordance with the circumstances and proper legal authority.

B. Nondiscrimination There will be no discrimination in the District because of an individual's status asa medical marijuana license holder.

C. Hemp and Hemp Cannabidiol (Hemp CBD)

1. Regulation: Hemp CBD is regulated differently than marijuana under both state and federal law. Possession and administration of Hemp CBD shall be treated differently based on the concentration of THC in the Hemp CBD. In no instance will this section be construed to apply to a substance that (1) is not made from hemp or (2) contains more than 0.3% THC.

a. Hemp CBD Containing 0.0% THC (1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the District may possess and self- administer Hemp CBD containing 0.0% THC on the premises of the District. However, employees or non-student individuals must be able to certify, upon request, that the Hemp CBD contains 0.0% THC at the time of possession and/or self-administration via a reliable product label. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2) Students: A parent or legal guardian of a student may administer Hemp CBD containing 0.0% THC to the student in accordance with this policy. Hemp CBD containing 0.0% THC may only be administered to a student in an area designated by the District's personnel. The parent, legal guardian must certify that the Hemp CBD contains 0.0% THC via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the District's designated administration area. Such a declaration shall be effective for the semester in which it is given. A new declaration must be provided by a parent or legal guardian each semester. After the parent or legal

guardian of the student has administered the Hemp CBD containing 0.0% THC to the student, the parent or legal guardian must remove the Hemp CBD from the District' premises.

b. Hemp CBD Containing 0.3% THC (1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the District may possess and self- administer Hemp CBD containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the District provided they meet one of the following:

(a) The employee or individual who is not a student is a medical marijuana license holder; or

(b) The employee or individual who is not a student has a written certification from a physician licensed in Oklahoma that the employee or individual that is not a student has been diagnosed by a licensed physician as having one of the following:

i. Lennox-Gastaut Syndrome;

ii. Dravet Syndrome, also known as Sever Myoclonic

Epilepsy of Infancy;

iii. Any other severe form of epilepsy that is not adequately

treated by traditional medical therapies;

iv. Spasticity due to multiple sclerosis or due to paraplegia;

v. Intractable nausea and vomiting; or

vi. Appetite stimulation with chronic wasting diseases.

Employees or non-student individuals must be able to verify, upon request, (1) that they meet an exception listed above, and (2) that the Hemp CBD contains no more than 0.3% THC at the time of possession and/or self-administration, via a reliable product label or a physician's certification. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

(2) Students: Students of the District may not possess and/or self- administer Hemp CBD containing THC in an amount no greater than 0.3%. However, the parent, legal guardian or caregiver (as defined in 63 O.S. § 420A) of the student may administer Hemp CBD containing THC in an amount no greater than 0.3% on District premises in accordance with this policy if the student meets one of the following exceptions:

(a) The student is a medical marijuana license holder; or

(b) The parent, legal guardian, or caregiver of the student has a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:

i. Lennox-Gastaut Syndrome;

ii. Dravet Syndrome, also known as Severe Myoclonic

Epilepsy of Infancy;

iii. Any other severe form of epilepsy that is not adequately

treated by traditional medical therapies;

iv. Spasticity due to multiple sclerosis or due to paraplegia;

v. Intractable nausea and vomiting; or

vi. Appetite stimulation with chronic wasting diseases.

The physician's written certification must also provide that the Hemp CBD being administered to the student has a THC level of not more than 0.3% and the Hemp CBD was delivered to the student, parent, or legal guardian in a liquid form. The parent, legal guardian, or caregiver may administer Hemp CBD containing THC in an amount no greater than 0.3% to the student in an area designated by the District's personnel. The parent, legal guardian,or caregiver must certify that the Hemp CBD contains THC in an amount no greater than 0.3% via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the District's designated administration area. Such a declaration shall be effective for the semester in which it is given. A new declaration must be provided by the parent, legal guardian, or caregiver each semester. After the parent, legal guardian or caregiver of the student has administered the Hemp CBD to the student, the parent, legal guardian or caregiver must remove the Hemp CBD from the District's premises.

2. Administration by School Personnel and Storage: In no instance will a District employee administer Hemp CBD to a student, unless they are the parent, legal guardian, or caretaker for that student. The District will not maintain or store a student's Hemp CBD for any length of time.

3. Violations: In the event that a student, employee, parent or any individual is found to have violated the District's policy regarding Hemp CBD possession and/or self- administration, the District will proceed with all actions and consequences that are afforded to the District under any state or federal law, employment contract, District policy, student handbook provision, or any other authority applicable to or adopted by the District.

D. Overlap with Other District Policies The District recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and hemp affect many areas of the District's current policies regarding employees, students, parents and individuals on District premises or attending District events. The District will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the District will consider and/or examine District policies in order to assess whether revisions, if any, may be needed to a District policy in order to comply with state and federal law

E. Employees

Employees of the District are expected to comply with state and federal law at all times as a term of their continued employment with the District. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See 18 U.S.C. § 922(g)(3); see also Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (https://www.atf.gov/file/60211/download). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

F. Prescription Medications

This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self- administered by students. These medications must be stored in District offices and may be administered by the school nurse or other designated District personnel in accordance with the District's policy on Administration of Medicine.

Violence

Acts of violence during school or school activities are unacceptable and will normally result in suspension. The Sapulpa Police Department may be called on any act of violence directed towards Sapulpa Middle School students and/or staff.

Language

Profane, vulgar and racist language is unacceptable at Sapulpa Middle School.

Gang Activity

Any behavior, graffiti, colors, hand signs, tagging, sagging or other evidence of gang affiliation, solicitation, or initiation for gang membership is prohibited. Clothing, jewelry, style of dress (i.e., sagging) etc. representing any gang affiliation is prohibited at school, on buses, or at any school function. Any behavior or activity which threatens the safety or well-being of our students or faculty, or which disrupts the school environment is harmful to the education process. Any student who violates this policy will be subject to disciplinary action and may be suspended for the maximum period authorized by law.

Petitions

No petitions for any cause may be circulated in a school building without the approval of the Superintendent of Schools or the Board of Education.

Student Bullying

For complete information regarding bullying please see Appendix A in the back of the SMS handbook.

540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION

Approved 1-13-03 Revised 4-9-12 Revised 11-11-13 (see procedure page)

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with the rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education

HEALTH AND SAFETY

Safety and Welfare of Others

Sapulpa Middle School students have a responsibility for the safety and welfare of the school and the students. If a student becomes aware of any situation that could be dangerous or harmful to another student or the school, he/she should report this to a school official immediately. This matter will be handled confidentially and tactfully in the best interest of the individual student and the school. Prevention will be the number one objective if a dangerous situation should arise at Sapulpa Middle School.

School Nurse

School health services, as provided by a certified school nurse, supplement the efforts of parents and health care providers to maintain and promote the health of students. School health services do not replace the parent's responsibility for obtaining health care of the provider's responsibility for administering care.

School nurses provide assistance in evaluating present or potential health problems, provide the essential liaison between the health and educational needs of pupils with chronic illness and handicaps, provide the direction for care of pupils who become ill or injured at school, assist school administrators to meet school health policies of the school district, and function as a school team member to assist each pupil to optimal achievable health.

If you have any questions in regards to the school nurses, you may contact them at the main nurse's office 918-227-5796. The main office is located in the high school library.

Immunization Requirements

Oklahoma's School Immunization law was first passed by the Legislature in 1970. The law was revised in 1976 to extend requirements to all children attending Oklahoma schools and to clarify that school officials are responsible for its implementation. The complete text can be found in Title 70 of the Oklahoma Statutes, Sections 1210.191-193. "Rules and Regulations for Immunization for School Children," as amended in June, 1976.
The State Board of Health for children attending school in Oklahoma requires the following:

5 DPT	3RD IMMUNIZATION AFTER THE 4TH BIRTHDAY, IF NOT THEY NEED 4
4 POLIO	3RD IMMUNIZATION AFTER THE 4TH BIRTHDAY, IF NOT THEY NEED 4
2MMR	AFTER 15 MONTHS (2ND AFTER 4TH BIRTHDAY)
3 HEPATITIS B	MUST BEGIN SERIES BY ENROLLMENT IN 7TH GRADE
2 HEPATITIS A	MUST BEGIN SERIES BY ENROLLMENT IN 7TH GRADE
TDAP	2ND IMMUNIZATION BY ENROLLMENT IN 7TH GRADE

544.5 HEAD LICE

A. If a child in a class has head lice or nits, all other children in the classroom will be checked.
B. According to House Bill 1550, Section 1210.194(B), any child prohibited from attending school due to head lice shall present to school authorities, before said child shall re-enter school, certification from a health professional or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice and is not free.

C. Children(s) possessions should be stored in individual cubbies, lockers or if lockers are shared, individual plastic bags.
D. Teach children not to share clothing, headgear or grooming articles.
E. Sapulpa schools shall conform to a nit-free policy as recommended by the National Pediculosis Association.
F. If there are siblings in school of a child diagnosed with head lice, they shall be checked. If siblings are attending another Sapulpa school, that school should be notified and those siblings checked.
G. Three all school screening dates are recommended: after the start of school, around winter break and around spring break.

545 HEALTH: STUDENTS (Approved 8-08-2016)

The Sapulpa Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator may consider referring the matter to the Department of Human Services.

The following instances require the student to be kept home for a 24 hour period of time (without the intervention of medication): fever greater than 1001, vomiting, and/or diarrhea, or a contagious disease requiring antibiotics (strep throat, pink eye, etc…)

Health education shall whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health shall be prohibited from attending school until health personnel and/or school administrator has determined that the child is free of the contagious disease or that the disease is no longer contagious.

For procedures regarding Medication Administration, Diabetes Management, Head Lice, etc., please refer to 545 Health Procedures:Student Procedures page.

545. HEALTH PROCEDURES: STUDENT

HEALTH PROCEDURES

Sapulpa Public Schools has adopted the following guidelines to outline the steps necessary for the school nurse or designated school employees to perform specialized physical health care procedures. Procedures might include diabetes management, catheterizations, complex dressing changes, suctioning, and/or tube feedings.

A. Interview with parent/guardian and the school nurse as to the condition of the student and the need for specialized health care.

B. The "HealthCare Authorization Form" must be filled out in detail and signed by the physician and the parent/guardian. Procedures will not be performed without physician's authorization. Detailed, current and signed

physician's order will be accepted. The school nurses will determine if additional documentation or information is needed.

C. The parent/ guardian will be responsible for providing and maintaining the equipment/ supplies needed to perform the procedure. The procedure will not be performed if the equipment/ supplies are not maintained in good condition.

D. The school nurse or designated school employee will not be liable to the student or the parent/guardian for civil damages for any personal injuries to the student which results from acts or omissions of the school nurse or designated school employee in performing a specialized health care procedure, except for acts or omissions constituting gross, willful or wanton negligence.

E. Designated school employees (other than the school nurse) include the principal, assistant principal, secretary, receptionist, teacher, school counselor, or other school personnel as designated by the principal after consultation with the school nurse.

F. A release from shall be signed by the parent/ guardian giving permission for the school nurse to obtain information and instructions from the student's physician.

Student Returning to School from Illness

Students who have been sent home or absent due to illness must be free of fever (lower than 100.1), diarrhea and vomiting for 24 hours without the use of medication. If placed on an antibiotic for a contagious illness, the student must be on the antibiotic for 24 hours before returning to school. Parents may bring a note from the doctor to verify the absence.

Medication

If it is necessary for a student to bring prescription medication, the "Parental Authorization to Administer Medication" form must be completed. The form must be completed and signed each year to be kept along with the medication in the school office. The form is available in the front office or nurse's office. Medications must be brought to school in their original containers with the proper labeling and your student's name on the container. If your student takes a daily medication. Non prescription medication will only be given with a doctor's order. In order for us to contact you, it is important that all telephone numbers be completed on the enrollment information sheet. The district retains the right to reject requests for administration of medication and to discontinue the administration of medication.

Prescription medication must have:

- Student Name
- Name and strength of medication and expiration date
- Dosage and Directions for administering
- Name of licensed physician or dentist
- Date name, address and phone number of Pharmacy

544.2 MEDICATIONS

Approved 09/06/94 Revised 04/07/08 Revised 11/90/15 (see procedure pages)

A. Purpose The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

B. Definitions

1. For purposes of this Policy, these terms have the following definitions:

a. "Medicine" or ―medications‖ includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. b. ―Parent‖ means a parent, a court appointed guardian or a person having legal custody.

C. Policy

1. Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

2. Except as provided in this Policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

3. As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

4. The parent must deliver the student's medicine to the school nurse, or school administrator or a designated school employee in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. Prescriptions that require pills to be cut must be done so by the parent or pharmacy prior to bringing those pills to school. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a 93 | P a g e 500 Section Sapulpa Public Schools 2-2007 part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.

5. The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.

6. Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

7. Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include: 7.1. Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel; 7.2. Procedures for administration, documentation, handling and storage of medication; and 7.3. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

8. Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

9. Students who are able to self-administer specific medications, such as inhaled asthma medication, or use specialized equipment, such as an inhaler, may do so provided such medication and special equipment are transported and maintained under the student's control in compliance with the following rules: 9.1. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order. 9.2. The parent must provide a written authorization for self-administration of medication. 9.3. Parents who elect self-medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment. 9.4. The written authorization will terminate at the end of the school year and must be renewed annually. 9.5. If the parent and physician authorize self-medication, the District is not responsible for safeguarding the students' medications or specialized equipment. 9.6. Students who self-medicate are prohibited from sharing or playing with their medication or 94 | P a g e 500 Section Sapulpa Public Schools 2-2007 special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons. 9.7. Students will not be allowed to self-administer: Narcotics; Prescription painkillers; Ritalin; and Other medication hereafter designated in writing by the District. 9.8. Except as otherwise provided by an individual student's school health plan, students may self- administer non-diabetes-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy. 9.9. Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces. 9.10. The parent will provide an emergency supply of a student's inhaled asthma medication to be administered by school personnel, as required by state law.

10. Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates: 10.1 Student name (affixed to the container); 10.2 Ingredients; 10.3 Expiration date; 10.4 Dosage and frequency; 10.5 Administration route, i.e., oral, drops, etc.; and 10.6 Other directions as appropriate. School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

11. Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates: 11.1. Student name; 11.2. Name and strength of medication and expiration date; 11.3. Dosage and directions for administration; 11.4. Name of the licensed physician or dentist; 11.5. Date, name, address and phone number of the pharmacy. Prescriptions that require pills to be cut must be done so by the parent or pharmacy prior to bringing those pills to school.

12. The parent must provide and maintain the supply of prescription medication for the student.

13. The parent must reclaim any remaining medication by the last official day of school closing or 95 | P a g e 500 Section Sapulpa Public Schools 2-2007 within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information: 13.1. Date of destruction; 13.2. Time of destruction; 13.3. Name and quantity of medication destroyed; and 13.4. Manner of destruction of medication. Any and all controlled substances will be destroyed according to state law.

14. The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following: 14.1. A legitimate lack of space or facility to adequately store specific medication; 14.2. Lack of cooperation by the student, parent and/or prescribing doctor and the District; 14.3. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic

reaction, etc., considered to be deleterious to the health and well being of the student; 14.4. Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and 14.5. The medication expiration date has passed.

Homebound Instruction

A student certified by a physician as unable to attend school for an extended period of time because of physical or emotional disability may be eligible for home or hospital instruction. A parent or guardian must submit a homebound application signed by a physician. Applications can be obtained in the counselor's office. If a student is homebound for psychological reasons, a letter from a psychologist stating the type of treatment the student is receiving is necessary. Girls who are pregnant will be eligible for homebound when the doctor and eligibility team determine that for medical reasons the student cannot attend school. Please notify your student's counselor regarding homebound instruction.

Fire/Tornado/Lockdown/Lockout Drills

Fire and tornado drills are held at various intervals at Sapulpa Middle School throughout the school year. Students should remember these basic rules during drills and in actual emergency situations:

1) Check for instructions in each classroom (posted on the wall near the exit) indicating what to do in case of a fire or tornado.

2) In the event of a drill or actual emergency, move quickly and quietly (do not run) to the designated safety area.

    a. The warning signal for a tornado is three short bells (tor-na-do) repeatedly.
    b. The warning signal for a fire is a long continuous bell and flashing lights. Three short bells combined with a long continuous bell is a signal for fire.
    c. The lockdown signal will be given verbally by intercom or telephone.
    d. The all-clear signal for lockdown will be given verbally by intercom or telephone

Counselors

Sapulpa Middle School has a staff of highly qualified guidance counselors. The primary function of each counselor is to provide assistance to students in accomplishing three goals: (a) to resolve personal problems, (b) to formulate educational and career plans and (c) to schedule appropriate courses. Since middle school is a time to prepare for the future, all students are encouraged to use the guidance services often to insure the greatest probability for future success.

Even though Guidance Counselors do not function as private therapists in the school setting, they are qualified and available to counsel students in crisis situations. If parents believe their child is in need of more intensive on-going attention, they may contact school counselors for information regarding community services and/or other referral services.

Students need to see counselors are reminded that counselors are available before school, during lunch, or after school. Otherwise, the counselors will send for a student if the student has signed his/her name on a form with their teacher, to send to the counselor's office. In case of an emergency, teachers can write passes for students to go to a counselor's office.

Conferences

Formal Parent Conferences are scheduled twice during the school year. The first one will be **October 5th and 11th**, and then second will be **March 1st and 7th**. However, parents are welcome to schedule conferences any time, by calling/emailing the teacher or the school counselor. Parent involvement is always encouraged.

Sexual Harassment

For complete information regarding suspension and appeals please see Appendix B in the back of the SMS handbook.

Asbestos Notice

August 7, 1990

In accordance with the Asbestos Hazard Emergency Response Act of 1986, the Sapulpa School District has conducted an inspection and prepared a Management Plan for asbestos containing building materials that may have been incorporated in the school buildings:

Asbestos-containing building materials have been found in several of the school buildings in the district.The district has developed a comprehensive program for removing, monitoring, and repairing these specific areas. A completed Management Plan is located at the School Service Center. If you have any questions, please feel free to call (918) 224-7089.

STUDENT ACTIVITIES

Student Organizations and Purpose Statement

All students who wish to participate in activities at Sapulpa Middle School are welcomed. Each student is expected to follow the guidelines described here. Our goal is to provide positive experiences for each student that will improve student performance and lead to successful competition as individuals and as a team. Whether in academics or athletics, we want our students to grow and mature in their areas of interest.

937 SCHOOL CLUBS AND ORGANIZATIONS

(Approved 9-8-09)

Sapulpa Public Schools will annually notify all parents and students about clubs and organizations sponsored by or under the direction and control of the school. The annual notification will be by means of the student handbook and school district's web site and must include the name of each club or organization, its mission or purpose and the name of the faculty advisor if known.

Information must also be provided for clubs and organizations formed or created after the annual notification by means of the school's newsletter and the district's website.

It will be the responsibility of the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

Academic Team

Student(s) participation is after school and on the occasional Saturday. Attendance, participation in team events, positive attitude and support for team members are a must. Students should monitor their calendars carefully to avoid scheduling conflicting events.

Participants develop academic and professional skills and knowledge beyond the classroom. They practice team building and cooperative planning, build friendships and camaraderie with classmates, and interact with motivated and positive students from other schools. Finally, the academic team provides opportunities for new experiences and fun activities!

We invite new and returning students to join, typically at the beginning of the school year. No background or previous experience is required, however applications and auditions and/or interviews are held for the team.

Student Council
The student's purpose is to share student ideas, interests and concerns with staff, students and the principle. We take part in planning school activities and dances. We also take part in fundraising for school, local and national events.

Builders Club
Builders Club,a Kiwanis Student Leadership Club, is a student-led community service organization, which operates under school regulations and draws its members from the student body. Builders Club provides opportunities for working together in service to school and community, develops leadership potential, fosters the development of strong moral character, and encourages loyalty to school, community, and nation.

FLL- First Lego League
FLL takes place during the first semester only. SMS has a team of 10 students that come together twice a week to build and program a robot to move through an obstacle course. On a Saturday in November, the team will travel to an all-day competition, where they will present as a team. You must be very dedicated to the team in order to be a part. This club is less about legos, and more about working together as a team to solve problems.

NJHS- National Junior Honor Society
This honor is offered to 7th grade students after the first semester of the school year. Students must have at least a 3.5 grade point average on their report card for the fall semester in order to receive an invitation to NJHS. Students in NJHS will be required to attend bi-weekly meetings, attend the NJHS Induction Ceremony, and earn Community Service Points through volunteer work. Students must maintain the 3.5 GPA throughout the second semester in order to remain a member of the SMS NJHS chapter.

FCA- Fellowship of Christian Athletes
FCA meets every Friday morning in the music room at 7:40 am. Any student can be a part of FCA, you do not have to be a member. Each week students will learn about life as a christian and how it can be lived out at school so they can make a difference. Each week students will listen to guest speakers, as well as their peers.

Eligibility Requirements for Activities

Students must be successful in their class work if they wish to compete in any extracurricular contest. Eligibility is checked on a weekly basis. If a student is failing any class for one week, he/she will be placed on probation. If that student is failing any class after two weeks, he/she is ineligible. (This does not have to be the same class. For example, a student could fail English the first week and May the second.) Students must pass five classes at the end of a semester to be eligible for extracurricular activities during the next semester. Semester eligibility may be regained by passing all subjects at the end of the first six weeks of the subsequent semester. All regular education students are subject to eligibility for school activities (field trips, dances, team/grade rewards, etc.)

POLICIES AND PROCEDURES

A copy of all Sapulpa Public School Board of Education policies and procedures are available at the Washington Administration Center 511 E. Lee, Sapulpa, or on the internet at www.sapulpaps.org

Extra-Curricular Policies and Procedures

Participation in extracurricular activities at Sapulpa Middle School is a privilege, not a right. Therefore, it is assumed that students' behavior during those times that they are representing Sapulpa Middle School in extracurricular activities (out of class field trips, performances, games, contests, etc.) is to be above reproach.

It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different consequences. That is, the extracurricular student may receive the same consequence as the regular student, in addition to being declared ineligible to participate in extracurricular activities.

During a semester, the student must be passing in all subjects he/she is enrolled in.

A student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal. In general, the following guidelines will be followed:

A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest. Repeated offenses of this type will result in the forfeiture of at least two contests and may cause the student to lose his/her eligibility for the remainder of the school year.

Other issues not specifically addressed in this statement will be addressed by the building principal.

544.1.3 STUDENT ACTIVITY DRUG TESTING

(Revised 8-3-09, 03-09-20, effective 07.01.2020)(see procedure page)

A. Purpose:

To protect the health and safety of extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Sapulpa Public School District.

This policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

Participation in school-sponsored interscholastic extra-curricular activities at the Sapulpa Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.

2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.

3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs. 4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.

4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.

5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

For the safety, health and well being of students in extra-curricular activities the Sapulpa Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities in grades 6-8 th and 9-12th. The administration may adopt regulations to implement this policy.

B. Definitions:

1. **Activity Student** means a member of any 6-8 th or 9-12th Sapulpa Public School District sponsored extra-curricular organization which participates in interscholastic competition. This includes any student that represents Sapulpa Schools in any extra-curricular activity in interscholastic competition, such as FFA, FCCLA, Academic Team, Band, Vocal, Ping Ping, Cheerleader, Speech/Debate, JROTC and Athletics.

2. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

3. **Random Selection Basis** means a mechanism for selecting activity students for drug testing that:

a. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

b. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

4. **Illegal drugs** means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. Illegal drugs include, but are not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. Illegal drugs shall also include alcohol.

5. **Performance-enhancing** drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term performance-enhancing drugs does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

6. **Positive** when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the

metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

7. **Reasonable suspicion** means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

C. Procedures:

Each activity student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities.

The consent requires the activity student to provide a urine sample and/or hair follicle for the following:

(a) initial yearly screening

(b) when the activity student is selected by the random selection process.

(c) at any time when there is reasonable suspicion to test for illegal or performance enhancing drugs.

(d) any follow up drug test.

No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed "Student Drug Testing Consent Form."

Each Activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor shall be responsible for explaining the Policy to all prospective students and to ensure that all students must demonstrate an understanding of the policy before engaging in an activity. The district will provide an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for Activity Students will also be chosen by an outside agency on a random selection basis monthly (no more than 5%) from a list of all Activity Students who are involved in off-season or in-season activities.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use or drug use affect by that particular student. All activity students will be tested prior to participating in their respective sport, activity and/or competition.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Sapulpa Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with appropriate privacy measures taken. The principal shall designate a school employee of the same sex as the student to accompany the student to a restroom or other private facility with appropriate privacy measures taken. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to

guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

D. Confidentiality -

The laboratory will notify the principal or designee of any positive test. To keep the positive test results confidential, the principal or designee will only notify the student, the head coach/sponsor, and the parent or custodial guardian of the student of the results. The principal or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal or to the lab. The Sapulpa Public School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

E. Consequences -

Any Activity Student who tests positive in a drug test under this policy or under policy 544.1 “ILLEGAL AND ILLICIT DRUGS AND ALCOHOL shall be subject to the following restrictions:

1. For the First Offense:

    a. The parent/guardian will be contacted within 3 school days and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian/mentor, athletic director/sponsor, and principal concerning the positive drug test. At this time the student will be suspended from participation in all regularly scheduled school sanctioned events or competitions for 20% of the season with a two event minimum. Multi event competitions such as tournaments will be counted as one event per day. These consequences will be imposed for all activities in which the student is currently involved. In order to continue to practice/train in the activity the student and parent/guardian/mentor must, within five (5) school days of the joint meeting, be enrolled and participating in Sapulpa Public Schools drug education classes and complete within 30 school days. Additionally, the student must voluntarily submit to a second drug test to be administered within 30 school days of the initial test results meeting. The follow up test must show a reduction in the numbers provided by the outside laboratory. If the student fails the follow up drug test, is determined to be in violation of policy 544.1, or fails to complete the SPS counseling program this will be considered a second offense and will be subject to the guidelines in this policy.

    b. These restrictions and requirements shall begin immediately, consecutively in nature. Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive. This can only be used once in the career of the student.

2. For the Second Offense:

A meeting will be scheduled with the student, parent/guardian/mentor, athletic director/sponsor, and principal concerning the positive drug test. At this time a complete suspension from participation in all extra-curricular activities for 60 school days will begin. The student may continue to practice/train with the activity following all requirements of the coach/director. The student will be required to submit to a follow up drug test to be administered within 30 school days of the initial test results meeting and must complete a Sapulpa Public School (step 2) drug counseling program. The follow up test must show a reduction in the numbers provided by the outside laboratory. An opportunity to reduce the 60-day suspension to a minimum 30-day suspension would be available with the following required items completed:

1. Attend and complete a professional drug/alcohol evaluation/assessment and follow its recommendations at the expense of the parent/guardian.

2. 6 hours of community service as determined by the district. If the student fails the follow up (The follow up test must show a reduction in the numbers provided by the outside laboratory) drug test, is determined to be in violation of policy 544.1, or fails to complete the SPS counseling program this will be considered a third offense and will be subject to the guidelines in this policy.

3. For the Third Offense: A meeting will be scheduled with the student, parent/guardian/mentor, athletic director/sponsor, and principal concerning the positive drug test. At this time, a complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for one calendar year (12 consecutive months). Any additional positive tests will revert back to the 3rd offense.

Appeal-3rd offense

An Activity student who has been determined by the principal/athletic director to be in violation of this policy shall have the limited right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent or his/her designee(s) in writing within five (5) school days of notice of the positive test. A student requesting a review will remain eligible to participate in practice, team meetings in all extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding(s) were justified and if they will be modified and/or upheld. Modified can include participation in practice, team meeting, and/or team event. No further review of the Superintendent's or his/her designee(s) decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent or his/her designee(s) which shall be final and non-appealable.

F. The effective timeline for students to be held accountable for each subsequent offense is the remainder of their testing group (6-8 th grade and 9-12 th grade). All students will be cleared of all their offenses at the beginning of their 9th grade year.

G. Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

H. Tampering

If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained. A sample that is determined as dilute by the testing laboratory may require the student to provide another sample. If tampering is determined and/or if an attempt to make a urine test invalid by lab results, this is an automatic 1st, 2nd, or 3rd offense depending on the timeline of activity student.

I. Medical Marijuana

The school district recognizes that safety is a paramount concern in all extracurricular activities, and students under the influence of marijuana may endanger the participation of other students. Therefore, a student extracurricular activities participant who tests positive for marijuana or its metabolites shall be considered in violation of this policy and subject to the loss of the privilege to participate in extracurricular activities even if the participant is in possession of a valid medical marijuana license.

J. Drug/Alcohol Violations outside of the Activity Policy

All drug/alcohol related incidents occurring outside of the student activity drug testing policy guidelines (544.1) will be considered a violation of the activity policy, and the student will proceed to the next step in the activity policy. For example, if a student has no prior offenses and is found to be in possession of drugs or alcohol at school, or is under the influence of drugs/alcohol at school, then the student will receive consequences under the student activity drug policy's 1st offense, and be subject to possible school discipline.

Ferpa Rights

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

1) The right to inspect and review the student's education records within 45 days of the District receiving a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent FERPA authorizes disclosure without consent.

Directory Information:

The Sapulpa School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's address
4. The student's telephone listing
5. The student's date of birth
6. The student's class designation (i.e., first grade, tenth grade, etc.)
7. The student's extracurricular participation
8. The student's achievement awards or honors
9. The student's weight and height, if a member of an athletic team
10. The student's photograph
11. The school or school district the student attended before he or she enrolled in the Sapulpa School District

    One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as any administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of a records request unless it states in its annual notification that it intends to forward it on request).

4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

Promotion Policy

Sapulpa Middle School has a promotion policy which follows Oklahoma State Law section 504.

Withdrawal Procedure

The procedure for withdrawing from Sapulpa Middle School is as follows:

1. Authorization for withdrawal: the parent or legal guardian must accompany the student and show identification to school officials. If parents are divorced, custody papers must be provided.
2. Withdrawal form shall be obtained in the Registrar's office.
3. Withdrawal forms must be signed by (a) librarian, (b) cafeteria and (c) counselor. All books and school property need to be turned in at the time of withdrawal.
4. The student is to return to the registrar in the main office with the completed withdrawal form. The student may obtain his/her transcript and immunization record. All financial obligations must be cleared before final withdrawal

APPENDICES

APPENDIX A

540.1.7 PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (Revised 4-9-12) Revised 11-11-13 (see procedure page)

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with the rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

STUDENT AND STAFF EDUCATION AND TRAINING:

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately discipline pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

STUDENT REPORTING:
Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's online reporting system found on the District's website or by calling the school. Students may make an anonymous report of bullying, and such reports will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

STAFF REPORTING:
Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

BULLYING INVESTIGATORS:
Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

INVESTIGATING BULLYING REPORTS:
For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of 54 | P a g e 500 Section Sapulpa Public Schools 2-2007 the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having

such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

PARENTAL NOTIFICATION:
The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation. If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

PARENTAL RESPONSIBILITIES:
All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to: Report bullying when it occurs; Take advantage of opportunities to talk to their children about bullying; Inform the school immediately if they think their child is being bullied or is bullying other students; Watch for symptoms that their child may be a target of bullying and report those symptoms; and Cooperate fully with school personnel in identifying and resolving incidents. All parents/guardians will be informed in writing of the District's program to stop bullying and will
be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

* Report bullying when it occurs;
* Take advantage of opportunities to talk to their children about bullying;
* Inform the school immediately if they think their child is being bullied or is bullying other students;
* Watch for symptoms that their child may be a target of bullying and report those symptoms; and
* Cooperate fully with school personnel in identifying and resolving incidents.

MONITORING AND COMPLIANCE:
In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator. A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report.
The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

The District's —Prevention and Intervention Strategies‖ referenced above include, but are not limited to:

1. Including prohibitions and guidance concerning bullying in the District's Behavior Response Plan;
2. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such programs identified by the State Department of Education;
3. A school survey to determine the prevalence of bullying, which will take place during the second or third quarter of each school year and a summary of which will be made available to a District office designee; and
4. Establishment of a Safe & Healthy Schools Committee for each school site (K-12) as mandated by the School Safety and Bullying Prevention Act. The Safe & Healthy Schools Committee will consist of at least ten (10) members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. Each Safe & Healthy Schools Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the Board in promoting a positive school climate. The Committee will study the District's policy and currently accepted bullying prevention programs (available on the State Department of Education website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.
5. The development, posting, and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by District policy;
6. The consistent provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
7. Inclusion of grade-appropriate, research-based bullying prevention curricula in prekindergarten through high school grades, as compiled by the State Department of 57 | P a g e 500 Section Sapulpa Public Schools 2-2007 Education and which is reported annually using a fidelity checklist to submit to Safe & Healthy Schools Committee members;
8. Training school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.
9. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;
10. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;
11. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students, and involved school staff members;
12. School-wide training related to the provision of a safe school climate;
13. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which may include discussion panels, Safe & Healthy Schools Committee, TAPS, parent involvement facilitators and the like.

As the terms are used in the District's policy and this regulation, the following definitions apply.

DEFINITIONS:

A. **—Bullying** means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonable perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is

communicated in such a way as to disrupt or interfere with the school's education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other 58 | P a g e 500 Section Sapulpa Public Schools 2-2007 characteristics. Bullying acts by students have been described in several different categories:

—Physical Bullying may include harm or threatened harm to another's body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

—Emotional bullying‖ may include the intentional infliction of harm to another's self esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

—Social bullying‖ may include harm to another's group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

—Sexual bullying‖ may include harm to another resulting from, but not limited to, making unwelcome sexual comments, about the student, making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district.

B. **—Threatening behavior‖** means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

C. **—Electronic communication‖** means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

D. The term **—at school** means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

E. In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

F. **—Good faith** is a state of mind consisting in honesty in belief or purpose or faithfulness to one's duty or obligation

G. The term **—**"**discriminatory harassment",** intimidation and bullying‖ is defined by the District pursuant to SPS Board Policy 489 as harassment, intimidation, and bullying targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information.

APPENDIX B

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. When a student's behavior results in an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION, AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "Principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

1. Violation of a school regulation
2. Immorality
3. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of the section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of the Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

In the event of a suspension for any of the reasons listed above, an education plan as discussed in part 5 (Out-of-School Suspension Requirements), below, shall be applicable for acts which fall within parts 1-4 above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

DISTRICT'S OBLIGATION:

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

STUDENTS IDENTIFIED AS DISABLED UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT OF 1973 AND WHO ARE SUSPENDED OUT-OF-SCHOOL OR RECEIVE DISCIPLINARY REMOVAL FROM THE CLASSROOM REQUIRE ADDITIONAL PROCEDURAL CONSIDERATIONS.

Pre-Out-of-School Conferences:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. Tit. 57, *571), the principal shall conduct an informal conference **with** the student.

2. At the conference with the student, the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation or the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.

5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected.

The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to parents.

Immediate Out-of-School Suspension without a Pre-Out-of- School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents:

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of –school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension review by the Superintendent of Schools, the Board of Education, or the Out-of-School Suspension committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) or more school days.

2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date, indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period of time for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspension of the student into consideration.

4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

5. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports – The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS
OUT-OF-SCHOOL SUSPENSIONS IN EXCESS OF TEN (10) DAYS

Right of Appeal – A parent or the student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education. At the student and/or parent or guardian's option the appeal may be directly to the Board of Education.

Method of Appeal to the Superintendent of Schools or His/her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.

2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.

3. The superintendent of School or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of the working parents whenever possible.

4. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the

student. The apparent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.

5. At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases, the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she shall be requested to sign a waiver of review by the Board.

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of School or to the Clerk of the Board of Education.

2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent of his/her designee will be final and non-appealable.

A direct appeal to the Board requires the student, parent, or guardian to file the written request for appeal within five (5) days of receipt of the principal's decision.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing at their option.
4. Reasonable efforts will be made to accommodate the work schedule of the parents.

Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education:

1. The Board President should:

    a. Announce that the next agenda item is an out-of-school suspension review hearing for the student stating his/her initials.

    b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If a parent/child requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The Board President should advise the parents/child:

    a. That they are entitled to legal counsel, if they so desire.

    b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.

c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.

d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.

e. That parents/child may ask any question about the procedure.

3. Following the presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.

4. Parent/child may call any witnesses and present any documents subject to cross-examination.

5. After each witness is presented, School Board members may ask the witness any questions.

6. Parent's/child's closing statement

7. Administration's closing statement

8. Deliberate in private (If the hearing is not in executive session, the Board may deliberate in executive session only with permission of the parents or student.)

9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

a. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student, pending any appeal hearing, would be dangerous to other students, staff members, or school property.

b. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school, pending any appeal hearing, would substantially interfere with the educational process at the school.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS

OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school (referred to as "long-term

out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be to the district's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School district policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspension to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

3. Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan should provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, science, social studies and art units required by the Oklahoma State Department of Education for grade completions in grades kindergarten through eighth and for high school graduation in grades nine through twelve. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to

the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have a counsel attend the hearing.

3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The Principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witness that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools.

5. The decision of the committee shall be final and non-appealable.

STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR UNDER OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participation in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against the student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

OUT-OF-SCHOOL SUSPENSION OR DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES

A. Introduction: This policy applies to the out-of-school suspension or other disciplinary removal of a child with a disability from the classroom. "Disciplinary removal" refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the School District, for a prescribed course of education.

B. Definitions: For purposes of this policy, the following definition apply:

1. "Controlled substance" means a drug or other substance identified under schedules I, II, III, IV, or V in section 202 © of the Controlled Substances Act, 21 U.S.C. 812 (c).

2. "Illegal drug" means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

3. "Substantial evidence" means beyond a preponderance of the evidence.

4. "Weapon" means a dangerous weapon as defined by 18 U.S.C. 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

C. Short-Term Out-of-School Suspension or Disciplinary Removal: The School District may suspend out of school or implement a disciplinary removal of a child with a disability for a period of ten (10) consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability. The School District will follow its policy and procedures for the out-of-school suspension of child without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The School district will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.

D. Long-Term Disciplinary Removal: The School District may implement the disciplinary removal of a child with a disability to an interim alternative educational setting for a period of 45 calendar days or less if the child:

1. Carries a weapon to school or to a school function under the School District's jurisdiction; or

2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the School District's jurisdiction.

The child's individualized education plan ("IEP") or accommodation plan ("AP") team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the School District places the child will:

1. Be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current IEP or AP, that will enable the child to meet his or IEP or AP goals; and

2. Include services and modifications designed to address the behavior that led to the placement change so that they behavior does not recur.

The School District will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.

E. Process for Implementing a Long Term Out-of-School Suspension or Disciplinary Removal: No more than ten (10) days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten (10) days when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten (10) school days during the school year, the School District will convene a meeting of the student's IEP or AP team. The team will:

    1. Conduct a functional behavioral assessment of the child and implement a behavioral intervention plan to address the child's behavior if appropriate; or

    2. If the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior; and

    3. Make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

F. Making a Manifestation Determination: If the IEP or AP team determines that the behavior subject to disciplinary action is a manifestation of the child's disability, then the School District cannot suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the IEP or AP team determines that the behavior subject of disciplinary action is not a manifestation of the child's disability, then the School District may suspend the child out of school long-term or implement a long-term disciplinary removal as discipline for the behavior. The IEP or AP team may determine that the child's behavior was not a manifestation of his or her disability only if the team:

    1. First considers, as to the behavior subject to disciplinary action, all relevant information, including:

        a. Evaluation and diagnostic results, including results or other relevant information supplied by the child's parent

        b. Observations of the child; and

        c. The child's IEP or AP and placement

    2. And then determines that:

a. As to the behavior subject to disciplinary action, the child's IEP or AP and placement were appropriate;

b. The special education services, supplementary aids and services, and behavior intervention strategies are provided in compliance with the child's IEP or AP;

c. The child's disability did not impair his or her ability to understand the impact and consequences of the behavior subject to disciplinary action; and

d. The child's disability did not impair his or her ability to control the behavior subject to disciplinary action.

If the IEP or AP team determines that the child cannot be suspended out of school or a disciplinary removal implemented as discipline for the behavior, it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons. School District personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

G. Continuing Educational Services: The School district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability under the IDEA, whether or not the child's behavior is a manifestation of his or her disability. The School District will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his or her disability. The child's IEP or AP team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the School District's policy and procedures for the out-of-school suspension of children without disabilities.

H. Stay Put: If a child's parent disagrees with the IEP or AP team's determination that the child's behavior was not a manifestation of his or her disability or with any decision regarding placement, the parent may request a due process hearing. The School District will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the School District has demonstrated that the child's behavior was not a manifestation of his or her disability in compliance with the standards set out in section F of this policy.

When a parent requests a due process hearing regarding:

1. The School District's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense;

2. An interim alternative education setting imposed by a hearing officer; or

3. The team's manifestation determination.

The child will remain in the interim alternative educational setting pending the hearing officer's decision or until the expiration of the time period identified for the placement (up to 45 calendar days), whichever occurs first, alternative educational setting for a drug or weapon offense or in an interim alternative education setting imposed by a hearing

officer and School District personnel propose to change the child's placement after expiration of the interim alternative placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement (the child's placement prior to the interim alternative educational setting), unless the following exception applies. If the School District personnel maintain that it is dangerous for the child to be in the current placement during the pendency of the due process proceedings, the School District may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative educational setting or in another appropriate placement, the hearing officer will use the standard identified in section I of the policy.

I. Emergency Disciplinary Removal: The School District may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days. To enter such and order, the hearing officer must determine that the School District has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others and will also:

    1. Consider the appropriateness of the child's current placement;

    2. Consider whether the School District has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and

    3. Determine that the interim alternative educational setting meets the standards identified in section D of this policy.

J. Suspension from Transportation: The School District may suspend a child with a disability from transportation as a disciplinary measure. During the period of the suspension from transportation, the School District will reimburse the child's parent or his or her designee for the reasonable cost of transporting the child to and from school.

Sapulpa Public Schools
Elementary Handbook



2022-2023

Academic Excellence in a Caring Environment

School Calendar and Hours:

SPS First day of school	Thursday, August 18
Morning latchkey opens	7:15 AM
*Doors open for students	8:30 AM
Class begins	9:00 AM
Monday PLC delayed start time	9:30 AM
PM dismissal (M - F)	4:00 PM
Afternoon latchkey closes	5:45 PM

*Liberty's daily schedule is different from the rest of the district's elementary schools. A procedure page will be included in Liberty's district handbook detailing the start/end times + early release on Fridays.

School vacation days for 2022 / 2023

- No School on September 2
- Labor Day Holiday on Monday, September 5
- Fall break set for October 12 - 14
- Happy Thanksgiving - No school on November 21 - 25
- Winter Holiday - No school on December 21- January 4
- Dr. Martin Luther King Jr. Holiday - Monday, January 16
- President's Day - No school for students on Monday, February 20
- Spring break - March 10 - 17
- No School on April 7
- Last day of school - Monday, May 22

ABSENCES
When a student is unable to attend school, parents should call the office by 9:30 a.m.
Parents should give the student's name, teacher's name, and reason for the absence. If a parent does not call, the secretary will call the home to confirm the reason for the student's absence.

- Absences for school-sponsored activities do not count against attendance.
- Repeated tardiness/absences can lead to a home visit by a school official and /or notification to the district attorney for legal action.
- A Doctor's note and/or parent call is required for an absence to be excused.
- Students who arrive after the start of school must be signed in at the front office by a parent or guardian.

ATTENDANCE
Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student. Parents may request homework from the classroom teacher if a student is absent for more than 2 days.

Parents are encouraged to make every effort to schedule doctor and dentist appointments outside school hours. However, when this is not possible, students will be excused for these special appointments. Prior notification is encouraged. Parents must check students out from the office.

540.2* **STUDENT ATTENDANCE** (Revised 4-12-2010)(Negotiated 8-19-13, 8-24-17, 7-15-2020)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need you in school every day so that we can provide the instruction you need to be successful. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or attend school activities. In order to return to school, they must be fever free without the aid of fever reducing medication for 24 hours To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office or complete a Google Form located on the district website each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED**. Parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. If for any reason you are unable to log in, please request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than the allowable days. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following step: When there are extenuating circumstances, the student and parent should request a hearing with the assistant principal in charge of attendance.

C. ABSENCE CATEGORIES

A student will not be considered absent from school if:

- They are not physically present at school but are completing work in a distance learning program or virtual online programs (i.e, O@SIS, SeeSaw, Acellus, or Edgenuity) approved by the school district and are meeting the following attendance requirements:
    - The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
    - The student is on pace for on-time completion of the course as required by the school district,
    - The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
- They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

1. <u>Activity Absences</u>: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, "a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible." The State Board of Education Rules state "the maximum

number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete."(If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.

2. Verified Absences: These are absences in which a parent has called the attendance office or completed the online Google Form verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make-up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability (see procedure page 540.2 Medical Exemption Review Documentation).

3. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without

permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT, HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

4. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified or a Google Form has not been completed. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. Again, if a child is able to complete work while at home, parents are encouraged to have their child log in to the district's O@SIS or SeeSaw program to complete assignments. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES - A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts.

E. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the fifth absences.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester.
3. Any elementary student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned

throughout the semester and there will be no penalty reflected for attendance.

F. CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

BEHAVIOR

One of the most important phases of a child's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude for intellectual development. The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazings (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism

21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
25. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
26. Profanity 500 Section Sapulpa Public Schools 2-2007
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal or physical actions)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half shirts, shorts, see-through garments or split skirts which do not touch the top of the knee
32. Use or possession of tobacco in any form
33. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
34. Using racial, ethnic or sexual epithets
35. Vandalism
36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
37. Willful damage to school property
38. Willful disobedience of a directive of any school official In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

BULLYING
540.1.7 STUDENT BULLYING PREVENTION AND INTERVENTION (Approved 1-13-03) (Revised 11-11-13)

Purpose: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights' of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop regulations to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of

this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension of school in accordance with the policies, rules and regulations of the District's Board of Education.

STUDENT REPORTING

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's online reporting system found on the District's website or by calling the school. Students may make an anonymous report of bullying, and such a report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

STAFF REPORTING

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

BUS CONDUCT FOR ALL STUDENTS

The following rules have been established in order to insure the safety of all students who ride buses.

<u>Students:</u>

- Use only the bus and bus stops assigned.
- Behave in an orderly manner at the bus stop.
- Remain seated, facing forward, when the bus is in motion.
- Talk quietly and make no unnecessary noises.
- Refrain from talking to the driver unless it is necessary.
- Keep head and arms inside the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Remain quiet when the bus is crossing railroad tracks.
- Keep hands and feet to themselves on the bus.
- **<u>DO NOT bring food, drinks, or gum on bus.</u>**

Infractions of the above rules will be brought to the attention of parents. Abuse of bus privileges will result in assigned seating or in the denial of transportation. Every student must have a signed Bus Contract on file in order to ride the bus to and from home or on a fieldtrip.

BUS ROUTE AND OPERATING POLICIES

Bus routes and stops are planned and established by the administration's transportation department. Safety, economy, efficiency, and allocation of resources are some of the considerations, which must be evaluated in determining bus operation policies. For further information contact the Director of Transportation at (918) 224-7089.

CAFETERIA GUIDELINES

The same general rules for behavior that apply in the classroom are also required in the cafeteria.

1. Students are to remain quiet in line and keep hands to themselves.
2. Students are not allowed to save places in line or at the tables.
3. Students are not allowed to lean on the glass wall.
4. Breakfast is served from 8:30 - 9:20 on Mondays and from 8:30 – 8:55 Tuesday through Friday *(Liberty breakfast is served from 7:40 - 8:00 on Monday - Friday).* Breakfast will only be served after these times if a bus arrives late.

- Students who pay for meals are encouraged to do so on a weekly or monthly basis. Each student has an account into which money may be deposited. Students will be allowed to accumulate up to three lunch and three breakfast charges. After the student has reached this limit, he/she will not be allowed to charge, but will be given a peanut butter sandwich at lunchtime for up to three days. Nothing will be given at breakfast. Notices will be sent home when an account is delinquent.
- Applications for Free and Reduced meals are available in the office.
- No charges are allowed the last 2 weeks of school.
- Please contact the school office to verify current meal pricing.

CANCELLATION OF SCHOOL

Every avenue possible is used to notify parents of a cancellation, including radio, TV, and social media.

- Classes are cancelled only during circumstances such as bad weather, equipment failure or public crisis.
- The school board and administration are aware of the hardship that can be caused by an abrupt cancellation. Therefore, classes will not be cancelled unless a significant safety risk has been created by unusual circumstances.
- In the unusual circumstance where school must be cancelled during the day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

CELEBRATIONS

- Parties are for the students. Siblings are not allowed to attend.
- **Store bought** treats may be brought in for special occasions with prior teacher approval. ***No homemade treats are permitted due to state health codes.***
- Birthday party invitations are **NOT** to be passed out at school unless **every** student in the class is invited.
- Balloon/flower deliveries are discouraged, however, students who receive deliveries may pick them up at the end of the day from the office.
- Please be aware that balloon bouquets are not allowed on buses.

CELL PHONES

Sapulpa Elementary Schools promotes an environment for instructional learning that is safe and secure, therefore, in order to foster digital citizenship students are encouraged to practice mature and responsible cell phone use. The following guidelines will be implemented.

- In the classroom the device will be turned off and secured in backpacks.
- Students are prohibited from using the device unless the teacher allows the use of the device for academic purposes.
- No devices may be used in areas where a reasonable expectation of privacy exists.
- If a device is being misused the student may lose the privilege of having the device at school.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

It is important that every student maintains an up-to-date address and telephone number at the school office. Notify the office and your child's teacher immediately if you have a change of address or telephone number during the school year. **A number where a parent can always be reached is required.**

COMMUNICATIONS

- Your child's teacher will communicate with you often in addition to a monthly newsletter. Parents will also receive phone calls or emails from school messenger in PowerSchool as needed.

CONFERENCES

Parent-Teacher conferences are scheduled during the fall and spring. Attendance by parents is very important.

- Parents must schedule a specific appointment with their child's teacher, regardless of the progress of the child.
- Parent conferences are encouraged and can be arranged at any time during the school year. Please do not hesitate to call your child's teacher if you have a concern.

COUNSELOR

Our school counselors are full-time staff members. Students and parents are encouraged to make use of the school counselor when needed by arranging an appointment during school hours.

DRESS CODE

District Policy 540.1.3

While enrolled in Sapulpa Public Schools, grades PK-5, students are expected to dress appropriately for school. The guidelines listed below are relevant for school, field trips, or any other related school activities.

The dress code for PK-2 students is designed with an emphasis on good grooming, cleanliness, and proper dress.

1. All clothing must be appropriate for school.
2. Students will not wear clothing or accessories that display pictures, lettering, or numbering that is profane, vulgar, repulsive, violent, grotesque, sexually suggestive, or obscene, whether it advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drug-related items or drug paraphernalia.
3. Students will not wear clothing that unduly exposes the body, including but not limited to:
    a. Tops that do not cover the midriff
    b. Halter tops

c. Sundresses
d. Tube tops
e. Thin strap tops
f. See-through clothing
g. Bike shorts
h. Any clothing made of spandex
i. Shorts or skirts that are more than 3 inches above the knee or principals' discretion.
j. Jean cut off shorts
k. Any clothing that exposes the underwear under the garments
l. Sagging pants
m. Bandanas

4. Students will not wear underwear (boxer shorts, etc.) or pajamas as outerwear.
5. Students will wear shoes at all times. Students will not wear hats, caps, or sunglasses in the school building. Exceptions will be considered on a case by case basis for medical reasons.
6. Students will not wear clothing, accessories, make-up, hair styles, or use decorations worn on the body that are likely to cause a substantial and material disruption of school operations. Such items include but are not limited to hair color of an abnormal color or unusual hair style, extra-long belts, chains worn as apparel or as an attachment to clothing, any type of visible pierced jewelry should be limited to the ear. Only small feathers of a natural hair color (a color you could be born with) are allowed.
7. Students are encouraged to wear shoes that are suitable for PE/recess. Flip-flops are discouraged as they are considered dangerous for elementary students.

The principals of the respective schools and grade levels are authorized by the Board of Education to enforce standards of appropriate dress in their respective buildings. Any unusual manner of dress or appearance which, in the judgment of the principal, tends to detract from the chief function of the school will be prohibited. Principals should seek the cooperation of parents in solving specific problems in this area, but the decision of suitable attire and grooming rests with the principal.

EARLY CHILDHOOD PROGRAMS (Negotiated 8-07)
Children who will be four years old by September 1 will be eligible to attend the early childhood program according to the following priorities:
A. First priority will be children who live in the Sapulpa school district.
B. Second priority will be children who live outside the Sapulpa school district provided the district of residence agrees to transfer.
C. Students must be independently toilet trained to enroll in early childhood programs.

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

A. The right to inspect and review the student's education records within 45 days of the District receiving a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent FERPA authorizes disclosure without consent.

Directory Information

A. The Sapulpa School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's address;
4. The student's telephone listing;
5. The student's date of birth,
6. The student's class designation (i.e., first grade, tenth grade, etc.);
7. The student's extracurricular participation,
8. The student's achievement awards or honors;
9. The student's weight and height, if a member of an athletic team,
10. The student's photograph; and
11. The school or school district attended before he or she enrolled in the Sapulpa School District.

B. Within the first three weeks of each school year, the Sapulpa School District will publish in a newspaper of general circulation in the area, the above list or a revised list of the items of directory information it proposes to designate as directory information.

For students enrolling after the notice is published, the list will be given to the students' parents or the eligible student at the time and place of enrollment.

C. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

D. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records requests unless it states in its annual notification that it intends to forward on request).

Each student and/or student's parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

GUM
No gum during school hours.

HEAD LICE

- If a child in a class has head lice or nits, all other children in the classroom will be checked.
- According to House Bill 1550, Section 1210.194(B), any child prohibited from attending school due to head lice shall present to school authorities, before said child shall re-enter school, certification from a health professional or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice and is nit free.
- Children's possessions should be stored in individual cubbies, lockers or if lockers are shared, individual plastic bags.
- Teach children not to share clothing, headgear or grooming articles.
- Sapulpa Schools shall conform to a nit-free policy as recommended by the National Pediculosis Association.
- If there are siblings in the school of a child diagnosed with head lice, they shall be checked. If siblings are attending another Sapulpa School, that school should be notified and those siblings checked.
- Three all school screening dates are recommended: After the start of school, around winter break and around spring break.

HOMEWORK/MAKE-UP WORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

- Parents can help their children by arranging a quiet, comfortable place to work and by seeing that assignments are completed.
- Most homework is daily work that has not been completed at school and must be turned in. When a teacher assigns a specific homework project, it is expected to be completed on time.
- Make-up work may be assigned if a student is absent due to illness. Students have one day per day of absence to make-up any missed work.
- A parent may request assignments for absent students by calling the school office before the start of the day. Assignments and books may then be picked up at the office at the end of the day.
- Grade Level/teacher requirements may vary.

HONOR ROLL

The Honor Roll is a special recognition for academic achievement for students in 4th and 5th grades. It is based on the grades earned for each nine-week period. Students earn the recognition of being on the Superintendent's Honor Roll by making all A's. The Principal's Honor Roll is for students earning A's and B's.

ILLNESS OR INJURY

In case of illness or injury, the school secretary or a member of the school staff will care for a student temporarily.

- School personnel will render first aid treatment only.
- If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room.

- An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at school.

YOUR CHILD NEEDS TO BE FREE OF FEVER, DIARRHEA, OR VOMITING FOR AT LEAST 24 HOURS (without medication) BEFORE RETURNING TO SCHOOL.

IMMUNIZATIONS

Immunizations required by state law for grades Pre-K through 5th: See enrollment packet for details regarding age appropriate immunizations.

LEAVING CAMPUS

Under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified by a parent/guardian and signed out in the office by a parent/guardian or parent designee.

LIBRARY PROCEDURES

Students are allowed to check out two books at a time from the library. All books must be returned to the library two weeks before the last day of school. Parents are responsible for replacing the cost of lost or damaged books. Parents may purchase and donate a book to the library in honor of their child at any time during the school year.

LOST AND FOUND

All clothing found on campus is placed in the Lost and Found. Students may claim items after proper identification. **Please label all personal items including coats, lunch boxes, backpacks, clothing, etc.**

MEDICATION

Medication and relevant equipment must be delivered to the school by the legal parent/guardian (or the legal custodian's designated adult) of the student.

- An Authorization Form, supplied by the office, must accompany **all** medications in their original container.
- If a student brings medications to school without a properly completed Authorization Form, the school will inform the legal custodian of District policy and the inability to give the medication. The legal custodian may, however, come to the school and dispense the student's medication.
- Over the counter medication will not be dispensed at school without a doctor's note.
- **Children are not allowed to carry any medications.**

PLAYGROUND RULES

Please see the site procedural page for further information.

PLAYGROUND SUPERVISION

School staff will supervise the playground during recess times. The playground is not supervised before or after school (*Latch Key* students **ONLY** have adult supervision after school). Students are expected to leave for home immediately following dismissal.

PROGRAMS

- Students are expected to attend all programs.

- Parents are asked to silence cell phones during programs.
- Parents are asked to stay for the entire program and remain seated to show respect to other students and their families.
- Food and drinks are not allowed in the gymnasium.
- Out of respect for our children who are performing, please escort small children who are unable to sit through the program quietly out of the gymnasium.

REPORT CARDS/PROGRESS REPORTS
Report cards are distributed following the completion of each nine-week grading period. Progress reports are sent at mid-term. Please carefully review your child's progress and contact the school if you have questions regarding grades. Parents of third – fifth grade students are encouraged to check grades on PowerSchool. Please contact your third – fifth grade teacher for information.

SCHOOL SUPPLIES
The district will provide parents with a list of supplies needed for the year. These supplies are modestly priced and easy to obtain. Teachers may request additional supplies throughout the year. If obtaining these supplies creates an economical hardship, please contact the office for avenues of assistance. Teachers may have a wish list of items specific for her classroom needs.

- Please do not send rolling backpacks to school.

T.A.P.S
The T.A.P.S (Teachers and Parents of Sapulpa) meets periodically throughout the year. The major purpose of T.A.P.S is to improve and enhance the relationship between the home and school. Meetings will be announced through notes sent home with students and in the school newsletter. Parents and teachers are encouraged to participate in T.A.P.S. sponsored events.

TARDINESS
Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **Any student who arrives at school after 9:30 a.m. Monday or 9:00 a.m. Tuesday - Friday is considered tardy and <u>must</u> check in through the office for an admission to class.** Repeated tardiness may lead to a home visit by a school official and /or notification to the district attorney for legal action. **A parent must walk in and check the child(ren) into the office if (s)he is tardy**. (Please see Liberty's procedural page for their times.)

TELEPHONE
The school phone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another student's home after school.

TEXTBOOKS/DIGITAL CURRICULUM
Textbooks and workbooks are furnished for each student. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book or device at current value (Unless insurance has been purchased for the digital device.)

TOYS, ELECTRONIC GAMES, ETC.
CHILDREN ARE NOT TO BRING PERSONAL BELONGINGS TO SCHOOL. The school is not responsible for personal items, such as cell phones, headphones, iPads, iPods, toys, etc. Personal items brought to school may be lost, broken, or confiscated by the teacher. Students are not to bring toys, video games, ipods, electronic devices such as cameras, wrist computer/watches, photo or recording devices, etc. to school.

TRANSPORTATION
It is our responsibility to make sure your child makes it home safely from school. Therefore, it is very important to inform your child's teacher as soon as possible if there is a change in your child's transportation home. Please do this by sending a note to school. If there is an emergency, you may call the office to inform the teacher of the change. Please do this before 3:00 p.m. Your child will be sent home by his/her regular mode of transportation unless the teacher is notified prior to 3:00 p.m. Students thrive on the security of a regular schedule. **Please let your child know how (s)he is getting home BEFORE you send him/her to school.**

VANDALISM
Our school and equipment is public property. Vandalism may result in suspension from school. The school requires that damages be paid before a student is allowed to return to class.

VISITORS
Students being checked out during the school day will be called to the office. For our student's safety, all visitors are **required** to report to the office upon entering the building. Visitors must sign in and will be assigned a badge. Please return the badge as you leave. Parents are welcome and encouraged to visit our school with a teacher and principal permission.

VOLUNTEERS
All volunteers are required to report to the office before volunteering. A volunteer contract must be on file before volunteers are permitted to work at school sites. Also, a felony affidavit must be completed.

WITHDRAWALS
When withdrawing a student in the middle of the semester a parent must complete an application for withdrawal. Teachers will summarize the student's progress and prepare the student's file for forwarding to his/her next school.

SAPULPA VIRTUAL ACADEMY

ELEMENTARY STUDENT HANDBOOK

~~2021-2022~~ 2022-23



Student Population That May Be Served by Sapulpa Virtual Academy (SVA):

- Students, grades (~~PK~~ K-12), who ~~reside and~~ are enrolled in the Sapulpa School District.

Eligibility Requirements:

- ~~Students must reside in the Sapulpa School District.~~
- Students must be enrolled in the Sapulpa School System.
- Students must be approved by the SVA Coordinator and/or a site/district administrator.

Technology Requirements:

- A Chromebook will be provided for use for all students.
- Students may use any device of their choice when working away from the SPS campus.
- Students must use the provided Chromebook if/when working on-site.
- Total Virtual students are expected to have convenient access to the internet away from the school. If internet access is not available, families may apply to receive a MiFi from the district.
- SVA parents/guardians and students must sign the Technology Acceptable Use Code of Conduct included in the application.

Enrollment Process:

- Parents/guardians must contact the virtual coordinator to begin the enrollment process.
- Students must be enrolled in Sapulpa Public Schools before entering the SVA.
- After enrollment is verified, the student will be placed in a class and the teacher will make contact with the family.

Academic Year

- SVA will follow the Sapulpa Public School Calendar.
- Elementary students have ~~nine (9)~~ fifteen (15) calendar days at the beginning of each semester to exit the SVA to return to traditional classes.
- Students will remain enrolled in SVA for no less than a semester.
    - 1st Semester: August 18, 2022 - December 20, 2022
    - 2nd Semester: January 5, 2023 - May 22, 2023

Dismissal from the Program

- The Virtual Coordinator may dismiss a student at any time from the SVA if the student has violated their contractual agreement and/or has been found out of compliance with any other Sapulpa School District rules and policies and or the following:

Academic Policies

- Online Attendance/Adequate Academic Progress
    - Students enrolled in online courses must meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws.
    - Students will maintain a regular schedule of logging on and accessing courses.
    - If the virtual learning platform is not accessed for 10 consecutive days and/or the student falls behind, the student's course may be disabled and the student may be dismissed from the SVA and dropped from the district rolls for "Non-Attendance".
    - Students will keep up with readings, course assignments, homework, quizzes, and tests**.**
    - Students will submit assignments, quizzes, and tests in a timely manner.
    - Students will work independently and understand that permanent dismissal from the SVA may take place for violations of plagiarism, cheating, and fraud.
    - Students will communicate with teachers and other students in a professional manner in accordance with the "Internet Acceptable Use" policy.
    - Students will respect the rights and privacy of others.
    - Students will only use their assigned password/ID and will not trespass into the files, folders, or work of other users.
    - Students will follow all Sapulpa School District Rules and Policies while logged on and participating in an online course.
    - Sapulpa Virtual Academy reserves the right to proctor any tests/cumulative exams.

Academic Progress Report

- All students enrolled in the SVA will have access to their academic progress.
- Parents may access the academic progress of their students.

Grading

- Pre-K - 2nd grade
    - S+ (90 -100)
    - S (80 - 89)
    - S- (70 - 79)
    - I (60 - 69)
    - U (0 - 59)
- 3rd - 5th grade
    - A (90 - 100)
    - B (80 - 89)
    - C (70 - 79)
    - D (60 - 69)
    - F (0 - 59)

Academic Integrity

- Rules and policies regarding cheating and fraud are the same as set forth in the Sapulpa School District policy.
- Disciplinary action will be handled by the Virtual Coordinator and/or the site principal.

Special Education

- When making an application, the selection committee (Virtual Coordinator, Director of Special Services, and/or IEP team) will meet to determine eligibility based on the educational appropriateness of online learning for each student on a case-by-case basis.
- Support for personnel and accommodations set forth in a student's IEP or Section 504 Plan will determine whether or not the SVA is educationally appropriate.

End of Instruction Exams

- Students enrolled in online courses must participate in required state-level academic assessments in the same manner as other regularly enrolled students within the state.

PERSONNEL REPORT

July 11, 2022

CERTIFIED PERSONNEL REPORT

EMPLOYMENT

FIRST-YEAR TEMPORARY CONTRACTS

(Positions/duties subject to assignment by the Superintendent.)

Name	Position	Effective Date
Nicole Agee	Teacher/TBD	August 8, 2022
Melinda Chapman	Teacher/TBD	August 8, 2022
Ashley Green	Teacher/TBD	August 8, 2022
Christian Supernaw	Teacher/TBD	August 8, 2022
Riley Nichols	Teacher/TBD	August 8, 2022
Zach Little	Teacher/TBD	August 8, 2022
Amber Moore	Teacher/TBD	August 8, 2022
Vonda Dotson	Teacher/TBD	August 8, 2022
Janet Johnson	Teacher/TBD	August 8, 2022

(Pending Approval of Emergency Certification)

Lindsay Hurst	Teacher/TBD	August 8, 2022
Rodrick Hall	Teacher/TBD	August 8, 2022
Harrison Bartlett III	Teacher/TBD	August 8, 2022
John McPherson	Teacher/TBD	August 8, 2022
Lucas Gates	Teacher/TBD	August 8, 2022
Tracy Pruitt	Teacher/TBD	August 8, 2022
Adedolapo Sobowale	Teacher/TBD	August 8, 2022

EXTRA DUTY ASSIGNMENTS/STIPENDS

Name	Extra-duty Assignment/Stipend
Suemaya Taha	English Dept Head JH/$1,000
David Alexander	Asst Coach Strength/Conditioning/$1,000
Tyler McGrew	FB Defensive Coord/$3,950
	Asst Head Coach/$4,300
	Head Coach Strength/Conditioning/$2,000
Jolene Martin	Art Dept Head/$1,000
Jennifer Hudgins	English Dept Head/$1,000
Joshua Calvert	Football Equipment Coordinator/$3,000
Dustyn Nail	Varsity Asst. Volleyball Coach/$2,600

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

Name	Extra-duty Assignment/Stipend
Jeremy Lusk	Head JH Track Coach/$3,600
Zach Mark	Cell Phone/$900
	12 Extra Days/$3,582.27
	Secondary Dean of Students/$1,500

CHANGE OF STATUS

Name	From	To	Effective Date
Joelle Smith	½ Dean of Students ½ Virtual Coordinator	Teacher	July 1, 2022
Zach Mark	Dean of Students SJH	Teacher SJH	July 01, 2022
Megan Plummer	Bachelors+15/$43,596	Masters/$44,770	July 01, 2022
Steve Shibley	Asst. Principal	Asst. Transportation Director	July 01, 2022
Amy Powers	School Psychometrist	Asst. Director of Special Services	July 1, 2022

TRANSFER

Name	From	To	Effective Date
Michelle Smith	Media Specialist-Freedom	Media Specialist-SMS	August 18, 2022
Kenny Kinzer	JH History Teacher	HS History Teacher	August 18, 2022
Bertha Shatswell	HPE Teacher	SMS Math Teacher	August 18, 2022
Joshua Calvert	SMS History	Jr High History	August 18, 2022
Amy Warner	SMS Teacher	Title 1 Teacher	August 18, 2022

FMLA REQUEST

Name	Position	Reason	Effective Date

RESIGNATIONS

Name	Position	Effective Date
Jamie Winters	Teacher	June 13, 2022
Autumn Collins	Teacher	July 01, 2022
Stacey Berry	Homeless Coord.	June 30, 2022
Grant Horn	Social Studies Teacher	July 5, 2022

PERSONNEL REPORT

July 11, 2022

SUPPORT PERSONNEL REPORT

EMPLOYMENT

Name	Position	Effective Date
Braden Warner	CN Cook I/$11.74	August 18, 2022
Donna Wells	CN Summer Feeding	May 31, 2022
Ashley Tate	CN Summer Feeding	June 13, 2022
Amanda Mason	CN Summer Feeding	July 5, 2022
Judith Ramsay	CN Summer Feeding/Mgr	May 26, 2022
Bettye Lowery	Athletic Director Secretary	July 11, 2022
Phyllis Gray	ESY Paraprofessional	June 27, 2022
Haley DeLoache	Elementary Literacy Assistant	August 18, 2022
Glenn Coffey	Director of Safety & Security	July 1, 2022

STIPENDS

Name		Extra-Duty/Stipend
Sam Johnson	8th grade Football Asst. Coach	$2,400
Shad Scorborough	8th Grade FB Asst Coach	$2,400
Gionni Harris	Esports Assistant Coach	$3,000
Bryce Hailey	Esports Head Coach	$3,000

REMOVAL OF STIPENDS

Name	Stipend
None	

CHANGE OF STATUS

Name	From	To	EffectiveDate
Joanne Southerland	Teacher Assistant	Paraprofessional	August 18, 2022
Kealie Yockam	Indian Education	Secretary	August 18, 2022
Brent Brownlee	Dean of Students (Certified)	Support Student Supervisor	July 1, 2022

TRANSFERS

Name	From	To	Effective Date
Treva Zlata	Liberty CN Manager	HPE CN Manager	July 01, 2022
Ann Lindsey	JHE Cook 1	HS Cook 1	July 01, 2022
Danielle Penano	HS Cook 2	Liberty CN Manager	July 01, 2022

FMLA LEAVE REQUEST

Name	Position	Reason	Effective Date
None			

RESIGNATIONS/RETIREMENTS

Name	Position	Effective Date
Amanda Easter	Paraprofessional	June 13, 2022
Shannon Foil	Latchkey Asst.	June 13, 2022
Catelynn Whisenhunt	Custodian	April 18, 2022
Kyle Sivadon	Custodian	June 27, 2022
Travis Braswell	JH Asst Boys Soccer Coach	July 01, 2022
Danny Buckner	Grounds Supervisor	July 05, 2022
Joe Barnes	Grounds Maintenance	July 1, 2022

TERMINATIONS

Name	Position	Effective Date
None		