

Regular Meeting of The Board of Education Independent School District Number 33,
Creek County
Wednesday, July 17, 2024 12:00 PM
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I.	Call the Meeting to Order and Pledge of Allegiance to the American Flag.
II.	Reorganization of the Board of Education.
	II.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.
	II.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.
	II.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
	III.A. Motion, discussion, and vote on motion to formally adopt the Agenda.
IV.	Consent Agenda
	IV.A. Approval of the Board Meeting Minutes.
	IV.A.1. 6.10.2024 BOE Meeting Minutes
	IV.A.2. 6.25.2024-BOE Meeting Minutes-Special-New Policies
	IV.B. Approval of the 2023-24 General Fund Purchase Order Encumbrance numbers 1066 through 1091.
	IV.C. Approval of the 2023-24 Building Fund Purchase Order Encumbrance numbers 244 through .
	IV.D. Approval of the 2023-24 Lease Revenue Fund 4 Purchase Order Encumbrance numbers 10 through 14.
	IV.E. Approval of the 2024-25 General Fund Purchase Order Encumbrance numbers 1 through 128.
	IV.F. Approval of 2024-25 Building Fund Purchase Order Encumbrance numbers 1 through 50.
	IV.G. Approval of 2024-25 Child Nutrition Fund Purchase Order Encumbrance number 1 through 37.
	IV.H. Approval of 2024-25 Bond Fund 31 Purchase Order Encumbrance number 1.
	IV.I. Approval of the monthly financial reports of the School Activity Funds account.
	IV.J. Approval of the monthly financial report for the SPS Endowed Scholarship Accounts, Fund 81.
	IV.K. Approval of the Treasurer's Report on the status of Funds and Investments.
	IV.L. Approval of the 2024-25 renewal of the CCOSA District Level Services Program.
	IV.M. Approval of the 2024-25 renewal of the Tulsa Community College (TCC) MOU for Dual Credit Programs.
	IV.N. Approval of the 2024-25 renewal of the MOU with the Native American Coalition of Tulsa Head Start (NACT).
	IV.O. Approval of the 2024-25 renewal of the Special Services Cooperative Agreement with the Native American Coalition of Tulsa Head Start Program (NACT).
	IV.P. Approval of 2024-25 renewal of the Daybreak Family Services Letter of Agreement with Sapulpa Public Schools.
	IV.Q. Approval of 2024-25 renewal of Youth Services of Creek County MOA with Sapulpa Public Schools.
	IV.R. Approval of Digital Teaching and Learning professional development for certified teachers every year.
	IV.S. Approval of Workplace Safety Training in Schools professional development for 7th-12th Grade Teachers for year 1, then every 3rd year.

	IV.T. Approval of Family and Community Engagement professional development for year 1, then every 3rd year.
	IV.U. Approval of the 2024-25 legal contract with Lindsay Biggs for Occupational Therapy Services.
	IV.V. Approval of designating American Heritage Bank as the depository bank for Sapulpa Public Schools appropriated funds and Activity Accounts with First United Bank.
	IV.W. Approval for the renewal of the lease-purchase for Collins Stadium Video Board is \$225,287.59 by American Heritage Bank for the fiscal year ending on June 30, 2024.
	IV.X. Approval for the renewal of the lease-purchase for Soccer Field Turf is \$431,249.04 by American Heritage Bank for the fiscal year ending on June 30, 2024.
	IV.Y. Approval for the renewal of the lease-purchase for Chieftain Center Video Board is \$190,929.88 by American Heritage Bank, for the fiscal year ending on June 30, 2024.
	IV.Z. Approval of 2023-24 Tiger Inc. Natural Gas Purchase Agreement with Sapulpa Public Schools.
	IV.AA. Approval of the 2024-25 YURVIEW Television Agreement for the Sand Springs Football game.
	IV.BB. Approval to renew the 2024-25 SchoolMessenger Notification Systems quotes.
	IV.CC. Approval of the 2024-25 Homecoming Dance contract between WayPoint Lounge and SPS.
	IV.DD. Approval of the 2024-25 Electric Service Will Serve Agreement between OG&E and Sapulpa Public Schools.
	IV.EE. Approval of the 2024-25 Child Nutrition Paid Meal Price Increase as per attachment.
	IV.FF. Approval of the following as Sanctioned Clubs of Sapulpa Public Schools:
	IV.FF.1. FFA
	IV.FF.2. HPE TAPS
	IV.GG. Approval of Fundraisers as per attachment.
V.	Hearing from the Public
VI.	Information & Discussion Items
	VI.A. Superintendent Comments
VII.	Action Items
	VII.A. New Business - items not known or foreseen when agenda was posted
	VII.B. Discussion, motion, and vote on a motion to approve/disapprove the Nabholz Construction GMP Amendment #1 for the Sapulpa High School project, Bond 2023.
	VII.C. Sapulpa Public School Board will consider Bids Collected for Phase 3 – Building and Remaining Site Items for the Westside Baseball & Softball Sports Complex, which are a part of Sapulpa Public Schools’s 2023 Bond Issue. The Board will hear presentations by the SPS Construction Team, review and discuss all possible options, and take any legal action available, including but not limited to, accepting, rejecting, awarding of a contract and/or issuance of a “Letter of Intent” or “Amendment” to award a contract on any or all bids and alternates received. Discussion, motion, and vote on a motion to approve/disapprove of awarding Bid Packages: 3A Concrete, 5A Structural, 6A Millwork, 8A Hollow Metal, 8B Coiling Door and Overhead Doors, 8C Finish Hardware, Door and Hardware Installation, 8D Glass and Glazing, 9A Framing and Drywall, 9B Floor Covering, 9C Athletic Flooring, 9D Painting, 10B Toilet Partitions, Accessories, and Other Specialties, 13A Metal Building, 21A Fire Suppression, 22A Plumbing, 23A HVAC, 26A Electrical, 31A Finish Grading, 32A Asphalt Paving, AND to reject and possibly re-bid packages: 4A Masonry, 7B Roofing, 10C Metal Lockers, 10E Metal Canopy, 11A Batting Cages and Netting, 32B Fencing.
	VII.D. 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 2024-25 school year.
VII.E.	Discussion of Student Handbooks as a first read.
VII.E.1.	Sapulpa High School
VII.E.2.	Bartlett Academy
VII.E.3.	Sapulpa Jr. High School
VII.E.4.	Sapulpa Middle School
VII.E.5.	Sapulpa Elementary Schools
VII.E.6.	Virtual--Elementary
VII.E.7.	Virtual--Secondary
VII.F.	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.
VII.F.1.	Vote to convene in Executive Session.
VII.F.2.	To acknowledge the Board has returned to Open Session.
VII.F.3.	Statement of Executive Session Minutes.
VIII.	Personnel
VIII.A.	Vote to approve/disapprove employing Personnel as per attachment.
VIII.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 10, 2024 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 Larry Hoover called the meeting to order at noon. Assistant 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 Agenda passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

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

Yea: 3, Nay: 0, Absent: 2

III. Consent Agenda

III.A. Approval of Board Meeting Minutes.

III.A.1. 5.13.2024-Regular Meeting Minutes

III.A.2. 5.30.2024-Special Meeting Minutes-2023 Bond

III.B. Approval of the 2023-24 General Fund Purchase Order Encumbrance numbers 1054 through 1065.

III.C. Approval of the 2023-24 Building Fund Purchase Order Encumbrance numbers 238 through 243.

III.D. Approval of the 2023-24 Child Nutrition Fund Purchase Order Encumbrance numbers 105 through 110.

III.E. Approval of the 2023-24 Lease Revenue Fund 4 Purchase Order Encumbrance number 7.

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

III.G. Approval of monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.

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

III.I. Approval of an application for credit limit increases on Activity Account and Appropriated Funds (General Fund) purchasing card programs from \$200,000 to \$250,000 each per month.

III.J. Approval of a School Membership with Oklahoma State School Boards Association (OSSBA) for the 2024-25 school year.

III.K. Approval of Assemble Paperless Meeting Subscription with Oklahoma State School Boards Association (OSSBA) for the 2024-25 school year.

III.L. Approval of the 2024-25 OSSBA Policy Services.

III.M. Approval of the 2024-25 OSSBA Superintendent Evaluation tool.

III.N. Approval of renewing the 2024-25 Workers Compensation Insurance with the Oklahoma School Assurance Group (OSAG).

III.O. Approval of renewing the 2024-25 School District Comprehensive Insurance Policy with Oklahoma Schools Insurance Group (OSIG).

III.P. Approval of a 2024-25 Legal Contract with Christina Evans, Orientation and Mobility Specialist.

III.Q. Approval of a 2024-25 Legal Contract with Cindy Lumpkin, Consultant, to serve district children with visual disabilities.

III.R. Approval of a 2024-25 Legal Contract with Casey Newman Wood to provide educational audiology consultant services.

III.S. Approval of a 2024-25 Legal Contract with Leah Gruns to conduct speech and/or language therapy and related activities for Sapulpa Public Schools.

III.T. Approval of a 2024-25 Legal Contract with Kylee Armstrong to conduct speech and/or language therapy and related activities for Sapulpa Public Schools.

III.U. Approval of a 2024-25 Legal Contract with Lori Garden, Registered Nurse, to conduct CPR/First Aid training for district employees of Sapulpa Public Schools.

III.V. Approval of the 2024-25 United Community Action Program (UCAP) Head Start MOU and Sapulpa Public Schools.

III.W. Approval of the 2024-25 United Community Action Head Start Special Services Agreement with SPS.

III.X. Approval of the 2024-25 BorderLAN Security Agreement for internet filtering service and classroom management system.

III.Y. Approval of Microsoft Licensing renewal for the 2024-25 school year.

III.Z. Approval of the 2024-25 MOU between OSU and Sapulpa Public Schools for Field Clinical Experiences.

III.AA. Approval of the 2024-25 PowerSchool ECollect Quote.

III.AB. Approval of the 2024-25 Buy Board National Purchasing Cooperative Interlocal Participation.

III.AC. Approval of the 2024-25 Muscogee (Creek) Nation MOU with SPS to provide high-quality collaborative opportunities in school support and language.

III.AD. Approval of the 2024-25 renewal of Identogo Fingerprint Coupon Codes.

III.AE. Approval of the 2024-25 Action Fire Protection proposal for annual inspections and service work.

III.AF. Approval of the 2024-25 Lone Star Co-Op Application for Softball, Volleyball, Football, Wrestling, Baseball, Boys and Girls Golf, Soccer, and Tennis.

III.AG. Approval of 2024 Perry Weather Subscription.

III.AH. Approval to accept payment from Sapulpa Baseball Booster for Steve Irvine, Riley Tincher, JT Rains, and John McPherson 2024 Summer Program payments.

III.AI. Approval of the 2024 American Heritage Bank Hwy 97 Rivalry Agreement, an Exclusive Title Sponsorship between AHB, Sapulpa Athletics, and Sand Springs Athletics.

III.AJ. Approval of the 2024-25 Child Nutrition Prime Vendor Recommendation.

III.AK. Approval of the 2024-25 Child Nutrition Milk and Juice Bid.

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

III.AL.1. Jefferson Heights TAPS

III.AL.2. Sapulpa Ping Pongs Booster Club

III.AL.3. Sapulpa HS Band Booster Club

III.AL.4. Sapulpa HS Baseball Booster Club

III.AL.5. Sapulpa HS Softball Booster Club

III.AM. Declaration of Surplus

III.AM.1. Jefferson Heights-Lists of surplus Books

III.AM.2. Liberty-Lists of surplus Books

III.AN. Out of State Activity Trips

III.AN.1. Cross Country-(1)Fayetteville, AR-(2)Rogers, AR-(3)Joplin, MO

III.AN.2. Volleyball-Rolla, MO

III.AO. Approval of Fundraisers as per attachment.

To approve Consent Agenda items A-AO passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Absent

Yea: 3, Nay: 0, Absent: 2

IV. Hearing from the Public

None

V. Information & Discussion Items

V.A. Guidance and consideration for using Artificial Intelligence in Oklahoma K-12 Schools, Resource Oklahoma State Department of Education.

Superintendent Armstrong shared that conversations are happening with staff about AI and its use throughout the District. Looking to set guidelines for use/training via policies once available.

V.B. Artificial Intelligence Systems and Tools Use In The School District, Resource OSSBA Policy, first read.

V.C. Student Communication HB 3958

Superintendent Armstrong shared the need to track communication with staff and students. This bill provides the parameters for these conversations. Four

platforms of interest for communication tools are Google Suite, Schoology, School Messenger, and Sports You.

V.D. Bond Projects Update

Superintendent Armstrong reported that the HS Interior Design Patterns were inspired by Route 66 and the Sapulpa Native Culture. The exterior has choices of brick color: red or gray, and tiles of whites, blues, and grays. The Westside Baseball and Softball Complex is beginning to take shape in the way of dirt moving.

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 Policy 530 Open Transfer, first read.

To approve modifications to Policy 530 Open Transfer, first read passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

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

Yea: 3, Nay: 0, Absent: 2

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

To approve modifications to the District's Student Transfer Capacity Numbers passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

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

Yea: 3, Nay: 0, Absent: 2

VI.D. Discussion, motion, and vote on a motion to approve/disapprove School District Communications Platforms per HB 3958.

To approve School District Communications Platforms per HB 3958, mentioned in the information and discussion items passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

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

Yea: 3, Nay: 0, Absent: 2

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 12:33 pm passed with a motion by Larry Hoover and a second by Wayne Richards.

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

Yea: 3, Nay: 0, Absent: 2

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

President Larry Hoover acknowledged the Board's return to Open Session at 12:46 pm.

VI.E.3. Statement of Executive Session Minutes.

The Board of Education went into Executive Session at 12:33 pm to discuss Personnel as listed and to conduct an 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 12:46 pm. Present in the Executive Session were Sarah Havenstrite, Wayne Richards, Larry Hoover, 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 Sarah Havenstrite.

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

Yea: 3, Nay: 0, Absent: 2

VII.B. Vote to approve/disapprove the 2024 Summer Program employees as per the attachment.

To approve the 2024 Summer Program employees as per the attachment passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

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

Yea: 3, Nay: 0, Absent: 2

VII.C. Discussion, motion, and vote on a motion to approve/disapprove the offer of employment to an individual to serve as Principal at Bartlett, with such employment subject to a mutually acceptable and fully executed written employment contract.

To approve the offer of employment to Jennifer Hudgins to serve as Principal at Bartlett, with such employment subject to a mutually acceptable and fully executed written employment contract passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

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

Yea: 3, Nay: 0, Absent: 2

VII.D. 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:	Absent
Wayne Richards:	Yea

Melinda Ryan: Absent

Yea: 3, Nay: 0, Absent: 2

VIII. Adjournment.

To adjourn at 12:49 pm passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Absent

Yea: 3, Nay: 0, Absent: 2

Special Meeting of The Board of Education Independent School District Number
33, Creek County
Tuesday, June 25, 2024 12:00 PM
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the Meeting to Order

President Larry Hoover called the meeting to order at 12:02 pm.

II. Action Items

II.A. Discussion, motion, and vote on a motion to approve/disapprove of adopting new Policy 531 Intra-District Transfers.

To approve of adopting new Policy 531 Intra-District Transfers passed with a motion by Steve McCormick and a second by Wayne Richards.

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

Yea: 4, Nay: 0, Absent: 1

II.B. Discussion, motion, and vote on a motion to approve/disapprove of adopting new Policy 946.1 Staff Members and Social Networking Sites.

To approve of adopting new Policy 946.1 Staff Members and Social Networking Sites with the following amended; Policy Name changed to Student Communication, delete the top part of the policy and start with School personnel engaging.., add two definitions of "Electronic or digital communication" and "School personnel" also, be consistent using employees or personnel passed with a motion by Melinda Ryan and a second by Steve McCormick.

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

Yea: 4, Nay: 0, Absent: 1

II.C. Discussion, motion, and vote on a motion to approve/disapprove of adopting new Policy 532 Transfers for Special Education Students.

To approve of adopting new Policy 532 Transfers for Special Education Students passed with a motion by Wayne Richards and a second by Steve McCormick.

Sarah Havenstrite:	Absent

Larry Hoover:	Yea

Steve McCormick:	Yea

Wayne Richards:	Yea

Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

III. Adjourn

To adjourn at 12:35 pm passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite:	Absent

Larry Hoover:	Yea

Steve McCormick:	Yea

Wayne Richards:	Yea

Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1066 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1066	06/06/2024	3826	SECURITY BANK CARD CENTER INC	GASOLINE-JUNE	6,000.00
11	1067	06/07/2024	81234	NANCY TRACZYK	Reimbursement for CDL Renewal	56.50
11	1068	06/13/2024	3826	SECURITY BANK CARD CENTER INC	DIESEL-JUNE	10,000.00
11	1069	06/14/2024	2408	PC PARTS PLUS LLC	Chromebook Parts	5,964.55
11	1070	06/17/2024	3826	SECURITY BANK CARD CENTER INC	001-Sped-Conference Educational Materials/Books	500.00
11	1072	06/21/2024	3826	SECURITY BANK CARD CENTER INC	Van 128 Tie Rods and Alignment	2,400.00
11	1073	06/24/2024	8944	BIG WEB APPS	Annual Renewal - SherpaDesk Ticketing System	3,674.12
11	1074	06/24/2024	310	INSTRUCTURE, INC.	Annual Renewal - SIF Agent for Destiny	1,280.00
11	1075	06/25/2024	4339	HOWARD INDUSTRIES INC	Interactive Flat Panel	2,369.25
11	1076	06/25/2024	3826	SECURITY BANK CARD CENTER INC	Replacement Drone- Amazon	1,299.00
11	1077	06/25/2024	282	ORION SECURITY SOLUTIONS LLC	Install Replacement Cameras for Football Field	4,538.00
11	1078	06/25/2024	1269	SOFTWARE HOUSE INTERNATIONAL	Finance Printer	520.51
11	1081	06/25/2024	32153	FOLLETT SCHOOL SOLUTIONS, LLC	Destiny Renewal- Partial	3,778.22
11	1082	06/26/2024	3826	SECURITY BANK CARD CENTER INC	POSTAGE STAMPS- DISTRICT/ADMIN	5,200.00
11	1083	06/26/2024	3826	SECURITY BANK CARD CENTER INC	ADMIN OFFICE/BLDG SUPPLIES	7,600.00
11	1084	06/26/2024	60139	OSSBA	BOARD OF ED MEMBER TRAINING	3,400.00
11	1085	06/26/2024	526	STUDENT PROVISIONING SERVICES LLC	Account Creation Addon	6,109.60
11	1086	06/26/2024	1269	SOFTWARE HOUSE INTERNATIONAL	Replacement Laptops	3,104.00
11	1087	06/26/2024	8468	DELL MARKETING L.P.	Replacement Computers and Monitors	7,436.23
11	1088	06/27/2024	3826	SECURITY BANK CARD CENTER INC	Annual Renewal- PDQ Bulk Deployment Software	1,275.00
11	1089	06/28/2024	3826	SECURITY BANK CARD CENTER INC	TRANSPORTATION SUPPLIES	8,000.00
11	1090	06/28/2024	3826	SECURITY BANK CARD CENTER INC	ENROLLMENT SUPPLIES/FORMS	2,500.00
11	1091	06/28/2024	3826	SECURITY BANK CARD CENTER INC	FINANCE DEPT/DISTRICT STAFF HANDBOOK SUPPLIES	3,000.00

Non-Payroll Total: \$90,004.98

Payroll Total: \$0.00

Balance Forward: \$0.00

Report Total: \$90,004.98

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 10 - 9999, Fund Codes: 04

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
04	10	06/17/2024	292	BSN SPORTS, LLC	GOLF JACKETS/UNIFORMS	4,346.00
04	11	06/18/2024	60155	THOMPSON BOOK DEPOSITORY	MATH CURRICULUM	167,817.00
04	12	06/24/2024	484	REED ARCHITECTURE & INTERIORS, LLC	ARCHITECTURAL SERVICES	2,000,000.00
04	13	06/25/2024	1038	IMAGENET CONSULTING, LLC	PAPERCUT SOFTWARE 5YR	17,628.38
04	14	06/25/2024	30627	VARSITY BRANDS HOLDING CO., INC	JH CHEER UNIFORMS	3,886.75

Non-Payroll Total:	\$2,193,678.13
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$2,193,678.13

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	60139	OSSBA	POLICY SERVICES SUBSCRIPTION THROUGH JUN 30, 2025	1,200.00
11	3	07/01/2024	60139	OSSBA	ASSEMBLE ANNUAL SUBSCRIPTION THROUGH JUNE 20, 2025	3,000.00
11	4	07/01/2024	60139	OSSBA	SUPERINTENDENT EVALUATION TOOL THRU JUN 30, 2025	250.00
11	5	07/01/2024	700	INSURICA	BOND COVERAGES-ADMIN	3,100.00
11	7	07/01/2024	153	ESS SOUTH CENTRAL, LLC	CONTRACTED SUBSTITUTE SERVICES	75,000.00
11	8	07/01/2024	3826	SECURITY BANK CARD CENTER INC	ADMINISTRATION-OFFICE/BLDG SUPPLIES	1,000.00
11	9	07/01/2024	700	INSURICA	AG ED POLICY COVERAGE	400.00
11	10	07/01/2024	3826	SECURITY BANK CARD CENTER INC	STAMPED ENVELOPES-FINANCE, ADMIN	1,400.00
11	11	07/01/2024	2269	SUPERIOR LINEN SERVICE	LINEN SERVICE-SPEC NEEDS CLASSROOMS	2,000.00
11	12	07/01/2024	874	QUILL CORPORATION	ADMIN OFFICE SUPPLIES	700.00
11	13	07/01/2024	2539	BLUE RIBBON FORMS	LASER CHECK STOCK-FINANCE	700.00
11	14	07/01/2024	235	CCOSA-COOP COUNCIL OK SCH	ADMINISTRATOR TRAINING	600.00
11	15	07/01/2024	2529	CREEK CO TREASURER	VISUAL INSPECTION PROG-AD VALOREM TAX	140,000.00
11	16	07/01/2024	9836	SylogistEd, Inc	DISTRICT FINANCIAL SOFTWARE	22,000.00
11	17	07/01/2024	9836	SylogistEd, Inc	PAYROLL FORMS	500.00
11	18	07/01/2024	793	OK EMP SECURITY COMM	BENEFITS PAID TO PERSONNEL	9,000.00
11	19	07/01/2024	2524	ROSENSTEIN FIST & RINGOLD	PROFESSIONAL LEGAL SERVICES-DISTRICT	7,500.00
11	20	07/01/2024	940	LAWRENCE COUNTY NEWSPAPERS, INC.	DISTRICT ADS	500.00
11	21	07/01/2024	32187	OCCUPATIONAL HEALTH CENTERS SW, PA	PERSONNEL DRUG SCREENING	1,900.00
11	22	07/01/2024	4816	BLEDSON, HEWETT & GULLEKSON	DISTRICT AUDITING SERVICES	11,700.00
11	23	07/01/2024	60139	OSSBA	ADMIN STAFF TRAINING	500.00
11	24	07/01/2024	2571	SAPULPA CHAMBER OF COMMER	DISTRICT MEMBERSHIP FEE	430.50
11	25	07/01/2024	2111	LANGUAGE LINE SERVICES	TRANSLATION SERVICES	250.00
11	26	07/01/2024	327	TIMECLOCK PLUS, LLC	HARDWARE SUPPORT/MAINTENANCE	10,711.20
11	27	07/01/2024	3826	SECURITY BANK CARD CENTER INC	IDENTOGO-EMPLOYEE BACKGROUND CHECKS	3,000.00
11	28	07/01/2024	4247	UMB BANK N.A.	DISTRICT BOND AGENT FEES	600.00
11	29	07/01/2024	2524	ROSENSTEIN FIST & RINGOLD	2024-25 POLICY PACK	1,000.00
11	30	07/01/2024	4055	O T A PIKEPASS	PIKEPASS TOLLS-DISTRICT	1,500.00
11	31	07/01/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	renewal of Schoology LMS	22,040.81
11	32	07/01/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of Performance Matters and Item Bank	21,632.52
11	33	07/01/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of PowerSchool SIS	40,613.67

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	34	07/01/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of TalentEd Perform, Talent, & Records	33,192.43
11	35	07/01/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal PowerSchool Enrollment Registration	13,390.30
11	36	07/01/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of McRel-Principal Evaluation	5,332.85
11	37	07/01/2024	691	GLOBAL COMPLIANCE NETWORK	Renewal of GCN training platform	1,200.00
11	38	07/01/2024	235	CCOSA-COOP COUNCIL OK SCH	OPLI PRINCIPAL TRAINING	3,597.00
11	39	07/01/2024	30840	OSIG	INS RENEWAL PROP/LIAB FY25	408,360.00
11	40	07/01/2024	8811	OSAG	WORKERS COMP INS FY25	132,298.00
11	41	07/01/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	PowerSchool Ecolect Forms and Implementation	11,130.20
11	42	07/01/2024	60155	THOMPSON BOOK DEPOSITORY	K-5 Math Curriculum (SAVVAS Envision)	117,056.00
11	43	07/01/2024	2041	HOUGHTON MIFFLIN HARCOURT	511/621 Read180 Digital Access	17,092.50
11	44	07/01/2024	481	BRIGHT THINKER INC	621/000 BrightThinker Licences for FY25	8,000.00
11	45	07/01/2024	134	ROCKETLIT, INC.	InnerOrbit District License for Science	4,375.00
11	46	07/01/2024	4016	COMMITTEE FOR CHILDREN	Secondary Second Steps Curriculum	5,190.00
11	47	07/01/2024	202	EMPIRICAL RESOLUTION, INC.	Quill Site License for Secondary ELA	1,800.00
11	48	07/01/2024	235	CCOSA-COOP COUNCIL OK SCH	Evaluation Certification for Administrators	1,500.00
11	49	07/01/2024	103	BorderLAN, Inc.	Annual Renewal- Internet Filter	20,772.35
11	50	07/01/2024	1269	SOFTWARE HOUSE INTERNATIONAL	Annual Renewal- Microsoft Licensing	25,128.21
11	51	07/01/2024	107	TELECOMP HOLDINGS INC.	Annual Renewal- Mitel Phone System	14,969.48
11	52	07/01/2024	500	SCENARIO LEARNING, LLC	ALERT APP RENEWAL	4,536.00
11	53	07/01/2024	3826	SECURITY BANK CARD CENTER INC	HOTEL FOR OPLI TRAINING P. CARTER	300.00
11	54	07/01/2024	3826	SECURITY BANK CARD CENTER INC	011-PCard-OK School Nurse Summit Registration	75.00
11	55	07/01/2024	7514	PUBLIC CONSULTING GROUP LLC	698-Sped-PCG Medicaid Payment FY25	3,500.00
11	56	07/01/2024	39705	OHCA	698-Sped-OHCA Medicaid Payment FY25	14,600.00
11	57	07/01/2024	943	VERIZON WIRELESS	621-Sped-Verizon MiFi Service	1,000.00
11	58	07/01/2024	1999	GORDON STOWE	621-Sped-Annual Audiometer Maintenance	1,000.00
11	59	07/01/2024	31629	NCS PEARSON, INC.	621-Sped-Q-Interactive Licenses	990.00
11	60	07/01/2024	31629	NCS PEARSON, INC.	621-Sped-Q-Interactive Subtests	5,000.00
11	61	07/01/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-PCard-Supplies and Materials	1,000.00
11	62	07/01/2024	104	SUPERIOR VISION CONSULTING LLC	011-Sped-Vision Consulting LLC	15,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	63	07/01/2024	3153	MOBILIZED VISION, LLC	011-Sped-Orientation & Mobility Contract Services	6,000.00
11	64	07/01/2024	3100	CASEY NEWMAN	011-Sped-Educational Audiology Contract Services	500.00
11	65	07/01/2024	80464	LEAH K GRUNS	011-Sped-SLP Contract Services	15,000.00
11	66	07/01/2024	490	KYLEE ARMSTRONG	011-Sped-SLP Contract Services	48,000.00
11	67	07/01/2024	3826	SECURITY BANK CARD CENTER INC	011-PCard-District CPR Card Fees	225.00
11	68	07/01/2024	3256	AMY POWERS	615-Sped-Travel Reimbursement (Powers)	800.00
11	69	07/01/2024	80267	KATHERINE A STUFFLEBEAM	615-Sped-Travel Reimbursement (Stufflebeam)	800.00
11	70	07/01/2024	4	IMAGINE LEARNING LLC	Literacy program for EL	8,000.00
11	71	07/01/2024	3113	ELLEVATION INC.	Data program for EL	7,000.00
11	72	07/02/2024	3826	SECURITY BANK CARD CENTER INC	Johnson OMalley Conference 9/9 -9/11 Durant	4,800.00
11	73	07/02/2024	3826	SECURITY BANK CARD CENTER INC	011-PCard-Hotel-OK Nurse Summit	945.12
11	74	07/02/2024	390	EBSCO INDUSTRIES, INC.	NovelList Subscription for Literature Reviews	2,940.00
11	75	07/02/2024	60139	OSSBA	SCHOOL MEMBERSHIP DUES 2024-2025	4,479.00
11	76	07/09/2024	235	CCOSA-COOP COUNCIL OK SCH	CCOSA District Level Services Program 24-25	2,000.00
11	77	07/09/2024	70068	KELSEY YOUNG	615-Sped-Travel Reimbursement (Young)	500.00
11	78	07/09/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 2 Rear Brakes	800.00
11	79	07/09/2024	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 25 Rear Brakes	800.00
11	80	07/09/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 12 Rear Brakes	800.00
11	81	07/09/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 37 Rear Brakes	800.00
11	82	07/09/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 38 Rear Brakes	800.00
11	83	07/09/2024	3826	SECURITY BANK CARD CENTER INC	596 Hotel Expense NAECHY Conf Nov 15-20 2024	1,200.00
11	84	07/09/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 26 Front Brake Pads	800.00
11	85	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 1 Four Rear Tires	1,685.00
11	86	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 941 Replace Front Tires Labor only	24.00
11	87	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 28 Replace Tires	145.00
11	88	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 37 Replace Valve Stem	25.00
11	89	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 39 Replace Tire	40.00
11	90	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 12 Replace Rim	90.00
11	91	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 307 Replace Rear Tires	1,567.00
11	92	07/09/2024	5000	Sapulpa Public School	596 LATCHKEY MV students	4,800.00
11	93	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 306 Replace Front Tires	844.78

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	94	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 25 Replace All tires	1,685.00
11	95	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 27 Replace Rear Tires	1,685.00
11	96	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Tech Service Call and Labor	255.00
11	97	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus L06 Replace all tires	1,281.00
11	98	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 7 Replace Rear Tires	1,685.00
11	99	07/09/2024	3505	SOUTHERN TIRE MART, LLC	Bus 33 Replace All Rear Tires	1,567.00
11	100	07/09/2024	3826	SECURITY BANK CARD CENTER INC	596 Amazon for MV Student needs	750.00
11	101	07/09/2024	3826	SECURITY BANK CARD CENTER INC	596 Amazon for MV program overall	750.00
11	102	07/09/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-Pcard-CPI Cert Renewal-Powers	1,949.00
11	103	07/09/2024	3826	SECURITY BANK CARD CENTER INC	596 24/25 McKinney Vento database Program	5,988.00
11	104	07/09/2024	82343	KRISTIN R WHITE	596 Travel Expenses for NAEHCY Conf Nov 15-20 MV	400.00
11	105	07/09/2024	50001	SAPULPA PUBLIC SCHOOLS	596 24/25 MV Chromebook Insurance	1,000.00
11	106	07/09/2024	2988	EDMENTUM, INC	Exact Path program for intervention/enrichment	17,000.00
11	107	07/09/2024	3023	WILLIAMS MED GROUP PRACTICE, LLC	Bus Driver Physicals	3,000.00
11	108	07/09/2024	3826	SECURITY BANK CARD CENTER INC	Mechanic Supplies, Parts, Tools	3,000.00
11	109	07/09/2024	2129	CECIL COX ENTERPRISES	Tires, flat repairs for white fleet	2,000.00
11	110	07/09/2024	3336	WEAVER DRUG TESTING LAB	Drug Tests	2,000.00
11	111	07/09/2024	272	A & W TOWING INC	Bus and vehicle Towing services	2,000.00
11	112	07/09/2024	31743	UPWARD TECHNOLOGY	Activity Tracker Program Subscription	1,000.00
11	113	07/09/2024	529	HOFFMAN AUTOMOTIVE EQUIPMENT	Lift Inspection	530.00
11	114	07/10/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	SCHOOLMESSENGER PRESENCE	8,683.17
11	115	07/10/2024	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	SCHOOLMESSENGER COMMUNICATE	6,941.97
11	116	07/10/2024	3826	SECURITY BANK CARD CENTER INC	National JOM Conference Hotel Durant 9/7-9/13	2,100.00
11	117	07/10/2024	81843	JON G DORRIS	Reimbursement for CDL	56.50
11	118	07/10/2024	3826	SECURITY BANK CARD CENTER INC	596 Walmart for MV Program	500.00
11	119	07/10/2024	50001	SAPULPA PUBLIC SCHOOLS	596 transportation for MV students	1,000.00
11	120	07/11/2024	540	FLEET FUELS LLC	Oil for Buses	3,600.00
11	121	07/11/2024	3826	SECURITY BANK CARD CENTER INC	JOM Classroom and Cultural supplies	2,000.00
11	122	07/11/2024	539	LAMPTON WELDING SUPPLY CO., INC	Johnston Lottery Grant-Welder Generator	12,500.00
11	123	07/11/2024	3826	SECURITY BANK CARD CENTER INC	596 Walmart for MV Student Needs	500.00
11	124	07/11/2024	542	LINDSAY R. BIGGS	011-Sped-OT Contract Services (Biggs)	48,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	125	07/11/2024	30476	THERAPY WORKS	011-Sped-PT/PTA Contract Services (Therapy Works)	40,000.00
11	126	07/12/2024	82231	KALEY B CLAYTON	011-Sped-Certification Fee Reimbursement (Clayton)	118.00
11	127	07/12/2024	80912	KANDACE SHELLEY	615-Sped-Travel Reimb-Nurse Summit-K. Shelley	140.29
11	128	07/12/2024	1818	MERRIFIELD OFFICE SUPPLY	ADMIN BUSINESS CARDS-EW, SG	100.00
Non-Payroll Total:						\$1,549,088.85
Payroll Total:						\$203,635.09
Balance Forward:						\$0.00
Report Total:						\$1,752,723.94

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2024	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICE	170,000.00
21	2	07/01/2024	797	OKLAHOMA NATURAL GAS CO.	NATURAL GAS FEES-6 SITES	15,000.00
21	3	07/01/2024	3328	WASTE MANAGEMENT OF OKLAHOMA, INC.	DISTRICT WASTE/TRASH COLLECTION SERVICE	60,000.00
21	4	07/01/2024	797	OKLAHOMA NATURAL GAS CO.	DISTRICT GAS SERVICE-1ST SEMESTER	13,000.00
21	5	07/01/2024	206	CITY OF SAPULPA	DISTRICT WATER/SEWER SERVICE	50,000.00
21	6	07/01/2024	5015	CREEK COUNTY RWD #2	WATER SERVICE-AG FACILITY	700.00
21	7	07/01/2024	9098	SAPULPA RURAL WATER CO.	WATER SERVICE-FREEDOM ACCT 44297	2,500.00
21	8	07/01/2024	39350	TIGER INC	NATURAL GAS-6 SITES	50,000.00
21	9	07/01/2024	30378	CONSOLIDATED RURAL WATER DIST. #3	WATER-JEFF HTS, SOCCER COMPLEX	4,200.00
21	10	07/01/2024	30413	COX BUSINESS SERVICES	DISTRICT SERVICES-1ST SEMESTER	2,000.00
21	11	07/01/2024	31469	COX COMMUNICATIONS	CABLE SERVICE-SVC CENTER	1,200.00
21	12	07/01/2024	986	SHOW, INC.	DISTRICT RECYCLE SERVICES	2,500.00
21	13	07/01/2024	30840	OSIG	PROPERTY INS	250,000.00
21	14	07/01/2024	3647	EMCO TERMITE & PEST CONTROL	HS/Sentricon Monitor/Renewal	1,800.00
21	15	07/01/2024	306	BRADY INDUSTRIES OF KANSAS, LLC	District Custodial Supplies	15,000.00
21	16	07/01/2024	3158	WILLIAM A. HARRISON, INC.	District HVAC Services	3,542.48
21	17	07/01/2024	878	STEVEN ENTERPRISES, INC.	District Plumbing Service	3,000.00
21	18	07/09/2024	1501	BATTERIES PLUS #089	Custodial/Machine Batteries	4,000.00
21	19	07/09/2024	21	ACTION FIRE PROTECTION LLC	District Annual Fire Suppression Inspections	5,000.00
21	20	07/09/2024	21	ACTION FIRE PROTECTION LLC	District Fire Suppression Repair or Replace	1,500.00
21	21	07/09/2024	1045	ELDER WATER CONSULTING, INC.	District HVAC Water Treatment Program	3,900.00
21	22	07/09/2024	3647	EMCO TERMITE & PEST CONTROL	Pest Control Services/JH and Wdlwn, 4 rooms	500.00
21	23	07/09/2024	31469	COX COMMUNICATIONS	Service Center/Cable Service	1,200.00
21	24	07/09/2024	31545	CUMMINS-SOUTHERN PLAINS, LLC	Planned Maintenance Renewal/HP generator	2,000.00
21	25	07/09/2024	3647	EMCO TERMITE & PEST CONTROL	Pest Control @ Chieftain Center/termites	500.00
21	26	07/09/2024	9554	ENVIRONMENTAL LOOP SVC	District HVAC Service	1,500.00
21	27	07/09/2024	2420	INTERMOUNTAIN LOCK & SECURITY	District door, locks, keys, etc supplies	3,000.00
21	28	07/09/2024	629	LOCKE SUPPLY	District Supplies for Maintenance	5,000.00
21	29	07/09/2024	1818	MERRIFIELD OFFICE SUPPLY	Service Center Office Supplies	500.00
21	30	07/09/2024	32087	OKLAHOMA DEPT. OF LABOR	District Inspect: Boilers ,Water Heaters,Elevator	1,500.00
21	31	07/09/2024	9289	PATRIOT SECURITY	District Security/Fire Alarm Monitoring	12,000.00
21	32	07/09/2024	9289	PATRIOT SECURITY	Security & Fire Alarm Repair & Replace	2,000.00
21	33	07/09/2024	2228	TIER ONE LAWN	Weed control: Admin, HS, CC, Soccer, Softball	4,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2024	30840	OSIG	FY25 PROPERTY INS	40,000.00
22	2	07/01/2024	30991	PLATINUM VENTURES, INC	Vulcan Ovens for MS and HPE	23,078.56
22	3	07/01/2024	2541	BEN E. KEITH	Food & Supplies for all sites, 1st Semester	250,000.00
22	4	07/01/2024	3778	HILAND DAIRY FOODS COMPANY, LLC	Milk and Juice delivery to all sites, 1st Semester	90,000.00
22	5	07/01/2024	2858	ECOLAB	Ware washing and cleaning chemicals for all sites	7,500.00
22	6	07/01/2024	3956	JS & T INC.	Annual Hood Vent Cleaning for all Sites	4,154.00
22	7	07/01/2024	3647	EMCO TERMITE & PEST CONTROL	Monthly pest control services for all sites	2,880.00
22	8	07/01/2024	2523	TYSON PREPARED FOODS, INC.	Commodity Processed Chicken, Beef, Pork	36,000.00
22	9	07/01/2024	1459	OK DHS FINANCE	Annual DHS Commodity Fees	4,500.00
22	10	07/01/2024	1260	OSWALT RESTAURANT SUPPLY	True Refrigerated Coolers for Multiple Sites	50,786.57
22	11	07/01/2024	31545	CUMMINS-SOUTHERN PLAINS, LLC	Annual Maintenance for CN warehouse generator	2,406.02
22	12	07/01/2024	30991	PLATINUM VENTURES, INC	AccuTemp Steamer for MS	13,997.43
22	13	07/01/2024	3826	SECURITY BANK CARD CENTER INC	Bottled Water for HS	2,500.00
22	14	07/01/2024	39483	STATE DEPARTMENT OF HEALTH	Health Department License for all sites	750.00
22	15	07/01/2024	3826	SECURITY BANK CARD CENTER INC	Lonestar Monitoring Gateway Fee	900.00
22	16	07/01/2024	3826	SECURITY BANK CARD CENTER INC	Emergency food purchases - Walmart	1,000.00
22	17	07/01/2024	1260	OSWALT RESTAURANT SUPPLY	Small wares for all Kitchens	5,000.00
22	18	07/01/2024	878	STEVEN ENTERPRISES, INC.	Gas regulator for warehouse generator	800.00
22	19	07/01/2024	878	STEVEN ENTERPRISES, INC.	Plumbing services for all kitchens	5,000.00
22	20	07/01/2024	535	ANNIE'S FROZEN YOGURT	Delivery and set up of Yogurt Machine HS	500.00
22	21	07/01/2024	515	GOLD CREEK FOODS, LLC	Commodity Processed Chicken for all sites	38,656.12
22	22	07/01/2024	538	ALPHA FOODS CO.	Commodity Processed Cheese for Pizza, all sites	28,728.00
22	23	07/01/2024	3826	SECURITY BANK CARD CENTER INC	SNA-OK Conference Hotel	2,650.00
22	24	07/01/2024	355	VICTOR CERVANTES	Concrete work for new serving line at HPE	3,200.00
22	25	07/01/2024	1818	MERRIFIELD OFFICE SUPPLY	Office Supplies, F/R app copies for all sites	5,000.00
22	26	07/09/2024	31545	CUMMINS-SOUTHERN PLAINS, LLC	Service call for annunciator install	500.00
22	27	07/09/2024	7377	CALLIE FOWLER FARISH	Consultant for HPE Serving Line	5,000.00
22	28	07/09/2024	3826	SECURITY BANK CARD CENTER INC	Misc Kitchen and Office Supplies, Walmart, Amazon	2,000.00
22	29	07/09/2024	3826	SECURITY BANK CARD CENTER INC	Electrical/plumbing parts needed by maintenance	2,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	30	07/09/2024	82203	HAYLEY J HOLMES	Per Diem for SNA National Conference	355.50
22	31	07/09/2024	82249	MALISSA GLOVER	Per Diem for SNA National Conference	355.50
22	32	07/09/2024	81186	ELIZABETH ANN PFEIFFER	Per Diem for SNA National Conference	355.50
22	33	07/09/2024	81444	JOCELYN ZLATA	Per Diem for SNA National Conference	355.50
22	34	07/09/2024	82100	CHRISTINA CLANTON	Per Diem for SNA National Conference	355.50
22	35	07/09/2024	82019	TINA M HESTER	Per Diem for SNA National Conference	355.50
22	36	07/09/2024	82237	DANIELLE PEQUANO	Per Diem for SNA National Conference	355.50
22	37	07/09/2024	82317	KRISHNA YAMINE CAMPBELL	Per Diem for SNA National Conference	355.50
Non-Payroll Total:						\$632,330.70
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$632,330.70

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	1	07/01/2024	8348	AMERICAN HERITAGE BANK	LEASE PURCHASE PAYMENTS	246,132.16
Non-Payroll Total:						\$246,132.16
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$246,132.16

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON CATEGORICAL FUND	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
098 INTEREST & FEES - BOND FUND	\$92.13	\$0.00	\$0.00	\$0.00	\$92.13	\$0.00	\$92.13
801 HS GRANTS	\$10,544.79	\$0.00	\$0.00	\$7,183.05	\$3,361.74	\$0.00	\$3,361.74
802 HS OFFICE	\$16,495.52	\$0.00	\$0.00	\$3,005.83	\$13,489.69	\$0.00	\$13,489.69
803 CREDIT RECOVERY	\$10,593.19	\$67.76	\$0.00	\$50.00	\$10,610.95	\$0.00	\$10,610.95
804 ID BADGE	\$3,474.84	\$0.00	\$0.00	\$0.00	\$3,474.84	\$0.00	\$3,474.84
805 HS ART	\$1,530.34	\$342.82	\$0.00	\$0.00	\$1,873.16	\$0.00	\$1,873.16
806 HS BAND	\$4,839.05	\$0.00	\$0.00	\$1,713.18	\$3,125.87	\$0.00	\$3,125.87
807 HS BAND BOOSTER CONCESSION	\$43,658.50	\$0.00	\$0.00	\$4,620.34	\$39,038.16	\$0.00	\$39,038.16
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$643.41	\$0.00	\$0.00	\$0.00	\$643.41	\$0.00	\$643.41
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	\$5,262.29	\$0.00	\$0.00	\$63.37	\$5,198.92	\$0.00	\$5,198.92
812 HS BUSINESS PROF ASSOC (BPA)	\$722.33	\$342.82	\$0.00	\$0.00	\$1,065.15	\$0.00	\$1,065.15
814 HS AP EXAMS	\$4,283.56	\$60.00	\$0.00	\$101.63	\$4,241.93	\$0.00	\$4,241.93
815 HS FCCLA	\$1,111.88	\$0.00	\$0.00	\$942.84	\$169.04	\$0.00	\$169.04
817 HS LIBRARY	\$1,218.99	\$0.00	\$0.00	\$0.00	\$1,218.99	\$0.00	\$1,218.99
818 HS NATIONAL HONOR SOCIETY	\$7,248.50	\$0.00	\$0.00	\$0.00	\$7,248.50	\$0.00	\$7,248.50
819 GREEN-THUMB CHIEFTAINS	\$2,957.47	\$0.00	\$0.00	\$0.00	\$2,957.47	\$0.00	\$2,957.47
820 HS NAACP	\$392.60	\$0.00	\$0.00	\$0.00	\$392.60	\$0.00	\$392.60
821 HS SENIORS 2024	\$5,811.32	\$0.00	\$0.00	\$563.37	\$5,247.95	\$0.00	\$5,247.95
822 HS SENIORS 2025	\$9,148.61	\$0.00	\$0.00	\$0.00	\$9,148.61	\$0.00	\$9,148.61
823 HS SENIORS 2026	\$8,276.49	\$0.00	\$0.00	\$0.00	\$8,276.49	\$0.00	\$8,276.49
824 HS SCIENCE & ENGINEERING	\$61,844.90	\$0.00	\$82.50	\$0.00	\$61,927.40	\$0.00	\$61,927.40
825 HS SPANISH HONOR SOCIETY	\$396.17	\$0.00	\$0.00	\$52.50	\$343.67	\$0.00	\$343.67
826 HS SPECIAL ED/OLYMPICS	\$3,777.47	\$0.00	\$0.00	\$1,262.38	\$2,515.09	\$0.00	\$2,515.09
827 HS STUDENT COUNCIL	\$3,821.30	\$0.00	\$0.00	\$0.00	\$3,821.30	\$0.00	\$3,821.30
828 HS VOCAL MUSIC	\$10,604.74	\$0.00	\$0.00	\$222.20	\$10,382.54	\$0.00	\$10,382.54
829 HS AG ED & FFA	\$16,335.55	\$2,593.14	\$0.00	\$9,796.19	\$9,132.50	\$0.00	\$9,132.50
830 HS LYONS SPED	\$1,563.96	\$0.00	\$0.00	\$0.00	\$1,563.96	\$0.00	\$1,563.96
831 HS YEARBOOK	\$6,896.56	\$0.00	\$0.00	\$5,637.81	\$1,258.75	\$0.00	\$1,258.75
832 HS GILLIS SPED	\$1,047.33	\$0.00	\$0.00	\$0.00	\$1,047.33	\$0.00	\$1,047.33
833 HS FISHING TEAM/CLUB	\$834.45	\$0.00	\$0.00	\$0.00	\$834.45	\$0.00	\$834.45
835 HS BAND AUXILIARIES	\$3,716.88	\$160.00	\$0.00	\$226.40	\$3,650.48	\$0.00	\$3,650.48
836 HS BAND TRIPS	\$29,535.78	\$1,681.00	\$0.00	\$3,229.00	\$27,987.78	\$0.00	\$27,987.78
837 HS BAND GRANTS	\$55,598.07	\$0.00	\$0.00	\$570.00	\$55,028.07	\$0.00	\$55,028.07
838 HS PING PINGS	\$522.14	\$0.00	\$0.00	\$0.00	\$522.14	\$0.00	\$522.14
840 HS INDIAN PARENT COMMITTEE	\$1,180.17	\$0.00	\$0.00	\$0.00	\$1,180.17	\$0.00	\$1,180.17
841 HS SAPULPA INDIAN CLUB	\$8,779.37	\$0.00	\$0.00	\$745.05	\$8,034.32	\$0.00	\$8,034.32
842 HS KEY CLUB	\$137.84	\$0.00	\$0.00	\$0.00	\$137.84	\$0.00	\$137.84
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$4,096.03	\$0.00	\$0.00	\$282.87	\$3,813.16	\$0.00	\$3,813.16
845 HS CULINARY ARTS	\$7,266.93	\$0.00	\$0.00	\$2,150.03	\$5,116.90	\$0.00	\$5,116.90
846 HS JROTC	\$76,570.10	\$76.40	\$0.00	\$2,109.75	\$74,536.75	\$0.00	\$74,536.75
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACK-PACK FOOD PANTRY	\$5,701.07	\$0.00	\$0.00	\$383.60	\$5,317.47	\$0.00	\$5,317.47
850 LOCAL SCHOLARSHIPS	\$39,131.42	\$0.00	\$0.00	\$1,000.00	\$38,131.42	\$0.00	\$38,131.42
851 HS SENIOR GIRL EVENTS	\$4,821.31	\$0.00	\$0.00	\$0.00	\$4,821.31	\$0.00	\$4,821.31
852 HS FIRST ROBOTICS	\$41,980.08	\$0.00	(\$82.50)	\$281.63	\$41,615.95	\$0.00	\$41,615.95
854 HS INDIAN ED STAFF DEV	\$2,687.83	\$0.00	\$0.00	\$536.09	\$2,151.74	\$0.00	\$2,151.74
855 HS PHYSICS	\$1,684.22	\$0.00	\$0.00	\$0.00	\$1,684.22	\$0.00	\$1,684.22
856 E-SPORTS	\$840.42	\$0.00	\$0.00	\$0.00	\$840.42	\$0.00	\$840.42
857 JH OFFICE	\$4,173.24	\$0.00	\$0.00	\$1,553.64	\$2,619.60	\$0.00	\$2,619.60
860 JH LIBRARY	\$1,091.53	\$0.00	\$0.00	\$721.46	\$370.07	\$0.00	\$370.07
863 JH STUDENT COUNCIL	\$1,446.27	\$0.00	\$0.00	\$318.23	\$1,128.04	\$0.00	\$1,128.04
864 JH VOCAL MUSIC	\$3,815.91	\$0.00	\$0.00	\$2,324.50	\$1,491.41	\$0.00	\$1,491.41
866 JH YEARBOOK	\$7,157.52	\$0.00	\$0.00	\$81.44	\$7,076.08	\$0.00	\$7,076.08

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 JH ART	\$15,441.02	\$0.00	\$0.00	\$3,860.00	\$11,581.02	\$0.00	\$11,581.02
871 JH TAPS	\$315.81	\$0.00	\$0.00	\$0.00	\$315.81	\$0.00	\$315.81
872 STEM JH MATH & SCIENCE	\$3,130.99	\$0.00	\$0.00	\$0.00	\$3,130.99	\$0.00	\$3,130.99
874 JR HIGH GRANTS	\$4,330.53	\$0.00	\$0.00	\$0.00	\$4,330.53	\$0.00	\$4,330.53
877 MS OFFICE	\$8,364.47	\$0.00	\$0.00	\$152.95	\$8,211.52	\$0.00	\$8,211.52
878 MS LIBRARY	\$1,508.84	\$0.00	\$0.00	\$0.00	\$1,508.84	\$0.00	\$1,508.84
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$2,771.86	\$0.00	\$0.00	\$836.47	\$1,935.39	\$0.00	\$1,935.39
881 MS YEARBOOK	\$2,801.22	\$0.00	\$0.00	\$2,326.84	\$474.38	\$0.00	\$474.38
882 MS ART	\$522.58	\$0.00	\$0.00	\$0.00	\$522.58	\$0.00	\$522.58
883 MS CHOIR	\$9,752.55	\$40.00	\$0.00	\$0.00	\$9,792.55	\$0.00	\$9,792.55
884 MS TECHNOLOGY STUDENT ASSOC.	\$789.64	\$0.00	\$0.00	\$0.00	\$789.64	\$0.00	\$789.64
886 MS NJHS	\$789.85	\$0.00	\$0.00	\$0.00	\$789.85	\$0.00	\$789.85
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$11,896.87	\$0.00	\$0.00	\$0.00	\$11,896.87	\$0.00	\$11,896.87
889 MS PLTW	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
892 SPED DIRECTOR	\$1,363.55	\$0.00	\$0.00	\$0.00	\$1,363.55	\$0.00	\$1,363.55
893 LIBERTY LIBRARY	\$1,386.29	\$0.00	\$0.00	\$0.00	\$1,386.29	\$0.00	\$1,386.29
894 LIBERTY MISC	\$2,393.32	\$0.00	\$0.00	\$207.89	\$2,185.43	\$0.00	\$2,185.43
895 LIBERTY FUNDRAISING	\$6,187.88	\$338.90	\$0.00	\$1,491.68	\$5,035.10	\$0.00	\$5,035.10
896 LIBERTY STEM CLUB	\$19,989.82	\$1,105.00	\$0.00	\$5,523.78	\$15,571.04	\$0.00	\$15,571.04
897 LIBERTY GRANTS	\$2,213.66	\$0.00	\$0.00	\$0.00	\$2,213.66	\$0.00	\$2,213.66
900 FREEDOM MISC	\$4,333.34	\$0.00	\$0.00	\$2,204.35	\$2,128.99	\$0.00	\$2,128.99
901 FREEDOM FUNDRAISING	\$37,526.60	\$0.00	\$0.00	\$1,227.50	\$36,299.10	\$0.00	\$36,299.10
902 FREEDOM LIBRARY	\$561.40	\$0.00	\$0.00	\$0.00	\$561.40	\$0.00	\$561.40
903 FREEDOM GRANTS	\$404.43	\$0.00	\$0.00	\$0.00	\$404.43	\$0.00	\$404.43
904 FREEDOM TAPS	\$15,178.50	\$0.00	\$0.00	\$872.81	\$14,305.69	\$0.00	\$14,305.69
907 JEFFERSON HTS MISC	\$7,158.54	\$0.00	\$0.00	\$783.33	\$6,375.21	\$0.00	\$6,375.21
908 JEFFERSON HTS FUNDRAISING	\$16,445.67	\$300.00	\$0.00	\$742.46	\$16,003.21	\$0.00	\$16,003.21
910 JEFFERSON HTS GRANTS	\$8,925.02	\$1,343.15	\$0.00	\$73.70	\$10,194.47	\$0.00	\$10,194.47
911 JEFFERSON HTS LIBRARY	\$3,133.47	\$0.00	\$0.00	\$0.00	\$3,133.47	\$0.00	\$3,133.47
919 HOLMES PARK MISC	\$7,253.21	\$0.00	\$0.00	\$914.46	\$6,338.75	\$0.00	\$6,338.75
920 HOLMES PARK FUNDRAISING	\$22,863.51	\$1,460.38	\$0.00	\$5,290.29	\$19,033.60	\$0.00	\$19,033.60
921 HOLMES PARK LIBRARY	\$5,665.78	\$0.00	\$0.00	\$0.00	\$5,665.78	\$0.00	\$5,665.78
922 HOLMES PARK GRANTS	\$1,731.31	\$0.00	\$0.00	\$107.64	\$1,623.67	\$0.00	\$1,623.67
928 REVOLUTIONARY DAYS	\$1,551.75	\$0.00	\$0.00	\$0.00	\$1,551.75	\$0.00	\$1,551.75
929 DISTRICT STEM	\$32,547.81	\$0.00	\$0.00	\$600.00	\$31,947.81	\$0.00	\$31,947.81
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$9,273.63	\$0.00	\$0.00	\$0.00	\$9,273.63	\$0.00	\$9,273.63
932 GT GRANTS	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$31,071.58	\$7,477.58	\$0.00	\$305.03	\$38,244.13	\$0.00	\$38,244.13
934 DRIVERS EDUCATION	\$15,925.00	\$0.00	\$0.00	\$0.00	\$15,925.00	\$0.00	\$15,925.00
935 CREEK NATION LATCHKEY	\$69,567.88	\$0.00	\$0.00	\$1,698.48	\$67,869.40	\$0.00	\$67,869.40
936 STEM-CAMP INVENTION	\$40,144.37	\$130.00	\$0.00	\$2,880.00	\$37,394.37	\$0.00	\$37,394.37
937 LATCHKEY	\$46,788.39	\$1,233.53	\$0.00	\$272.10	\$47,749.82	\$0.00	\$47,749.82
938 COLLINS FOUNDATION	\$27,166.55	\$0.00	\$0.00	\$0.00	\$27,166.55	\$0.00	\$27,166.55
939 EDUCATION FOUNDATION	\$134.90	\$0.00	\$0.00	\$0.00	\$134.90	\$0.00	\$134.90
940 SPARK	\$41,705.60	\$16,572.84	\$0.00	\$1,357.36	\$56,921.08	\$0.00	\$56,921.08
941 LOCAL SCH CHILD WELFARE	\$20,971.19	\$0.00	\$0.00	\$3,045.96	\$17,925.23	\$0.00	\$17,925.23
942 HOT SPOT INSURANCE	\$705.00	\$0.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00
943 ALTERNATIVE SCHOOL GRANTS	\$449.37	\$0.00	\$0.00	\$338.93	\$110.44	\$0.00	\$110.44
944 CHILD NUTRITION BANQUETS	\$406.50	\$0.00	\$0.00	\$0.00	\$406.50	\$0.00	\$406.50
945 SPS FOOD SERV ASSOC	\$4,858.45	\$0.00	\$0.00	\$0.00	\$4,858.45	\$0.00	\$4,858.45
946 SOFT DRINK MONEY	\$14,701.49	\$828.53	\$0.00	\$794.44	\$14,735.58	\$0.00	\$14,735.58
947 ALTERNATIVE SCHOOL	\$4,482.43	\$0.00	\$0.00	\$1,267.75	\$3,214.68	\$0.00	\$3,214.68
949 CLEARING ACCOUNT	\$2,148.67	\$0.00	\$0.00	\$0.00	\$2,148.67	\$0.00	\$2,148.67
950 SERVICE CENTER	\$365.73	\$0.00	\$0.00	\$0.00	\$365.73	\$0.00	\$365.73

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

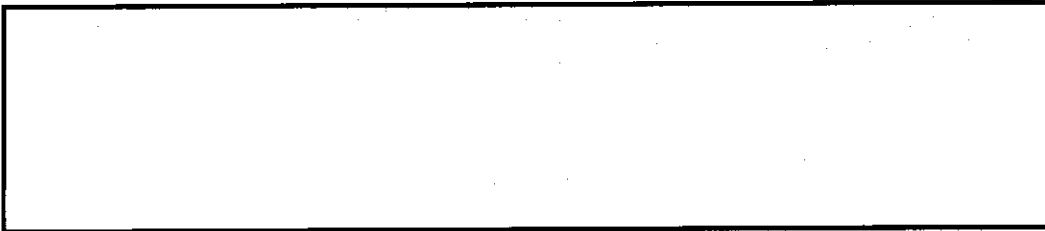
	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
951 CREEK NATION SUMMER	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00
952 CHROMEBOOK INS/REPAIR	\$64,400.79	\$0.00	\$0.00	\$18,040.52	\$46,360.27	\$0.00	\$46,360.27
954 5TH GRADE ELEM BASKETBALL	\$4,018.46	\$0.00	\$0.00	\$0.00	\$4,018.46	\$0.00	\$4,018.46
955 CHIEFTAIN CARE	\$7,532.72	\$0.00	\$0.00	\$745.94	\$6,786.78	\$0.00	\$6,786.78
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34
957 HOMELESS	\$5,013.92	\$0.00	\$0.00	\$24.98	\$4,988.94	\$0.00	\$4,988.94
960 ATHLETIC SPORTS OVERALL	\$10,588.37	\$2,300.00	\$0.00	\$765.31	\$12,123.06	\$0.00	\$12,123.06
961 FOOTBALL BUDGET	\$21,531.64	\$17,572.65	\$0.00	\$1,331.00	\$37,773.29	\$0.00	\$37,773.29
962 BOYS BASKETBALL BUDGET	\$1,690.49	\$550.00	\$0.00	\$0.00	\$2,240.49	\$0.00	\$2,240.49
963 GIRLS BASKETBALL BUDGET	\$662.20	\$360.00	\$0.00	\$0.00	\$1,022.20	\$0.00	\$1,022.20
964 BASEBALL BUDGET	\$10,490.43	\$3,240.00	\$0.00	\$0.00	\$13,730.43	\$0.00	\$13,730.43
965 SOFTBALL BUDGET	\$5,069.55	\$0.00	\$0.00	\$610.00	\$4,459.55	\$0.00	\$4,459.55
966 WRESTLING BUDGET	\$3,862.74	\$0.00	\$0.00	\$0.00	\$3,862.74	\$0.00	\$3,862.74
967 TENNIS BUDGET	\$952.60	\$0.00	\$0.00	\$150.00	\$802.60	\$0.00	\$802.60
968 TRACK BUDGET	\$3,497.07	\$0.00	\$0.00	\$1,634.48	\$1,862.59	\$0.00	\$1,862.59
969 GOLF BUDGET	\$5,208.12	\$295.00	\$0.00	\$0.00	\$5,503.12	\$0.00	\$5,503.12
971 ATHLETIC - BOOSTER CLUB	\$109,947.28	\$16,105.00	\$0.00	\$12,771.09	\$113,281.19	\$0.00	\$113,281.19
972 CROSS COUNTRY BUDGET	\$15,134.70	\$0.00	\$0.00	\$7,956.16	\$7,178.54	\$0.00	\$7,178.54
973 BOYS SOCCER BUDGET	\$4,171.13	\$0.00	\$0.00	\$260.78	\$3,910.35	\$0.00	\$3,910.35
974 ATHLETICS - TRAINER	\$7,184.88	\$3,000.00	\$0.00	\$0.00	\$10,184.88	\$0.00	\$10,184.88
975 GIRLS SOCCER BUDGET	\$8,871.31	\$690.00	\$0.00	\$3,780.29	\$5,781.02	\$0.00	\$5,781.02
976 GIRLS VOLLEYBALL BUDGET	\$2,786.04	\$0.00	\$0.00	\$700.00	\$2,086.04	\$0.00	\$2,086.04
977 CHEER BUDGET	\$3,676.99	\$2,114.11	\$0.00	\$105.36	\$5,685.74	\$0.00	\$5,685.74
978 ALL EVENTS GATE	\$21,476.22	\$555.01	\$0.00	\$9,216.38	\$12,814.85	\$0.00	\$12,814.85
979 JR HIGH CHEER	\$67.26	\$1,855.00	\$0.00	\$0.00	\$1,922.26	\$0.00	\$1,922.26
983 DRUG TEST-PHYSICALS	\$6,133.11	\$75.24	\$0.00	\$774.00	\$5,434.35	\$0.00	\$5,434.35
985 SPONSORS 2022-2023	\$279.06	\$18,000.00	\$0.00	\$0.00	\$18,279.06	\$0.00	\$18,279.06
986 CHIEFTAIN CENTER CONCESSION	\$8,523.13	\$0.00	\$0.00	\$480.63	\$8,042.50	\$0.00	\$8,042.50
Total	\$1,581,733.04	\$102,865.86	\$0.00	\$150,251.50	\$1,534,347.40	\$0.00	\$1,534,347.40

SAPULPA PUBLIC SCHOOLS

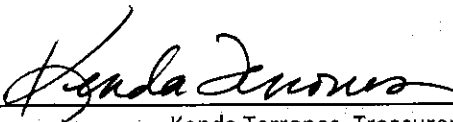
TREASURER'S SUMMARY

JUNE 2024

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	9,046,349.49	474,124.22	827,089.17	1,877,510.71	5,960,124.51	18,185,198.10
DEPOSITS	3,075,274.39	404,307.12	167,684.04	-	24,523.74	3,671,789.29
CHECKS ISSUED						
Current Year	5,957,009.37	344,707.06	281,102.16	893,928.63	-	7,476,747.22
Prior Year	20,499.57	-	-	-	-	20,499.57
Fund Transfers						
END BALANCE	6,144,114.94	533,724.28	713,671.05	983,582.08	5,984,648.25	14,359,740.60
Last Yr Same Month	3,775,625.78	606,952.88	1,096,687.26	17,384,148.19	28,120.45	22,891,534.56
Gain or (Loss)	2,368,489.16	(73,228.60)	(383,016.21)	(16,400,566.11)	5,956,527.80	
Reserves for PO's	175,810.34					
Dedicated (Pathways)	125,390.67					
Unaudited Fund Bal	5,842,913.93					
Carryover %	15.51%					



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


 Kenda Terrones, Treasurer

<u>GENERAL FUND</u>	PREVIOUS <u>TOTAL</u>	CURRENT <u>MONTH</u>	NEW <u>YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	7,782,845.73	22,548.40	7,805,394.13
Prior Ad Valorem	200,831.07	10,378.66	211,209.73
Homestead & In Lieu Tax	244,800.77	835.81	245,636.58
Interest Earned	618,802.20	70,213.90	689,016.10
5-Year Manufacturing Exemp	386,204.83	0.00	386,204.83
Rental of Facilities	1,300.00	0.00	1,300.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	5,870.00	0.00	5,870.00
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	57,449.61	6,586.87	64,036.48
Donations and Contributions	121,500.00	0.00	121,500.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>470,739.96</u>	<u>254,964.35</u>	<u>725,704.31</u>
Local TOTALS	9,890,344.17	365,527.99	10,255,872.16
<u>County Revenue</u>			
Mill Levy	837,949.45	6,709.59	844,659.04
Mortgage Tax	<u>88,126.42</u>	<u>8,775.82</u>	<u>96,902.24</u>
County TOTALS	926,075.87	15,485.41	941,561.28
<u>State Revenue</u>			
Gross Production	182,748.01	21,219.37	203,967.38
Auto Tags	1,389,099.57	149,264.32	1,538,363.89
School Land	520,507.12	89,558.67	610,065.79
Tax Stamps & Other Misc	5,464.86	201.21	5,666.07
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	13,860,192.56	1,452,455.49	15,312,648.05
Flexible Benefit	2,713,006.94	266,776.37	2,979,783.31
Alternative Ed/High Challenge	135,950.69	0.00	135,950.69
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	59,050.00	0.00	59,050.00
Reading Sufficiency	62,374.40	0.00	62,374.40
State Textbook Allocation	233,515.36	0.00	233,515.36
Driver's Education	6,592.43	0.00	6,592.43
SDE	0.00	21,699.38	21,699.38
State Land Reimbursement	0.82	0.00	0.82
State Misc/ACE Technology	21,921.89	0.00	21,921.89
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	44,760.00	0.00	44,760.00
Voc. Incentive Assistance	110,000.00	0.00	110,000.00

Okla Education Lottery Fund		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	State TOTALS	19,345,184.65	2,001,174.81	21,346,359.46
<u>Federal Revenue</u>		<u>Y-T-D</u>	<u>CUR</u>	<u>Y-T-D</u>
FEMA		0.00	0.00	0.00
Title VII - Indian Ed (561)		219,228.30	37,107.97	256,336.27
JROTC		41,609.01	3,464.13	45,073.14
Title		148.14	0.00	148.14
Title I (511)		568,568.33	120,461.11	689,029.44
Title II Part A (541)		72,865.54	11,118.18	83,983.72
IDEA-B Flow Thru (621)		817,246.03	1,060.98	818,307.01
IDEA-B Preschool 3-5 (641)		30,633.16	3,332.05	33,965.21
Other Title Programs		23,068.34	0.00	23,068.34
Title 10 (596)		36,928.26	36,078.40	73,006.66
JOM (563)		63,676.33	3,804.26	67,480.59
CARES Act		2,621,402.42	476,659.10	3,098,061.52
Carl Perkins (421)		<u>72,807.81</u>	<u>0.00</u>	<u>72,807.81</u>
	Federal TOTALS	4,568,181.67	693,086.18	5,261,267.85
TOTAL GEN FUND		34,729,786.36	3,075,274.39	37,805,060.75
<u>BUILDING FUND</u>				
Current Taxes		1,111,524.38	3,220.30	1,114,744.68
Prior Taxes		28,682.12	1,482.26	30,164.38
In Lieu of Taxes		9,573.58	0.00	9,573.58
5-Year Manufacturing Exemp		55,042.44	0.00	55,042.44
Facility Rental		8,300.00	0.00	8,300.00
Insurance Recovery		0.00	0.00	0.00
Farm Implement Tax Stamp		0.00	0.00	0.00
State Land Reimbursement		0.12	0.00	0.12
FEMA		0.00	0.00	0.00
Redbud		<u>401,691.85</u>	<u>399,604.56</u>	<u>801,296.41</u>
	Building Fund TOTALS	1,614,814.49	404,307.12	2,019,121.61
<u>CHILD NUTR FUND</u>				
Local (Meals, Interest, etc)		471,039.04	28,400.62	499,439.66
State Reimbursement		147,825.25	14,588.58	162,413.83
Federal Reimbursement		<u>1,397,976.83</u>	<u>124,694.84</u>	<u>1,522,671.67</u>
	Child Nutrition Fund TOTALS	2,016,841.12	167,684.04	2,184,525.16
<u>TOTAL GF/BF/CNF</u>		37,959,750.12	3,647,265.55	42,008,707.52
<u>BOND FUND</u>				
Interest		0.00	0.00	0.00
Sale of New Bonds		<u>3,472,700.00</u>	<u>0.00</u>	<u>3,472,700.00</u>
	Bond Fund TOTALS	3,472,700.00	0.00	3,472,700.00
<u>SINKING FUND</u>				

Current Taxes	5,687,565.01	16,479.62	5,704,044.63
Prior Taxes	147,722.88	8,044.12	155,767.00
In Lieu of Taxes	48,992.03	0.00	48,992.03
5-Year Manufacturing Exempt	273,488.78	0.00	273,488.78
Interest/In Lieu Reimb	35,354.46	0.00	35,354.46
State Land Reimbursement	0.60	0.00	0.60
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>1,920.30</u>	<u>0.00</u>	<u>1,920.30</u>
Sinking Fund TOTALS	6,195,044.06	24,523.74	6,219,567.80
<u>INSURANCE REIMBURSEMENT FUND</u>	0.00	0.00	0.00
GRAND TOTAL	47,627,494.18	3,671,789.29	51,700,975.32

GENERAL FUND EXPENDITURE COMPARISON																	
ACCOUNTS PAYABLE						CERTIFIED PAYROLL						SUPPORT PAYROLL					
			Monthly	YTD					Monthly	YTD				Monthly	YTD		
	AP 2022-23	AP 2023-24	Diff	Sub Total	% Change		Cert 22-23	Cert 23-24	Diff	Sub Total	% Change		Supp 22-23	Supp 23-24	Diff	Sub Total	% Change
Jul	847,334	979,839	132,505	132,505	15.64%	Jul	255,781	277,857	22,076	22,076	8.63%	Jul	147,861	150,452	2,591	2,591	1.75%
Aug	237,817	519,435	281,618	414,122	118.42%	Aug	1,028,708	1,162,583	133,875	155,951	13.01%	Aug	385,291	454,229	68,938	71,529	17.89%
Sep	338,745	370,777	32,032	446,154	9.46%	Sep	1,676,621	2,022,999	346,379	502,329	20.66%	Sep	685,994	720,209	34,215	105,744	4.99%
Oct	217,571	577,243	359,672	805,826	165.31%	Oct	1,881,653	1,893,087	11,434	513,764	0.61%	Oct	684,149	631,072	-53,077	52,667	-7.76%
Nov	358,288	196,259	-162,029	643,797	-45.22%	Nov	1,679,823	1,892,002	212,179	725,943	12.63%	Nov	584,622	632,820	48,198	100,865	8.24%
Dec	198,425	178,166	-20,259	623,538	-10.21%	Dec	1,690,992	1,894,402	203,410	929,352	12.03%	Dec	570,300	613,490	43,190	144,054	7.57%
Jan	281,144	208,945	-72,199	551,339	-25.68%	Jan	1,672,014	1,903,679	231,665	1,161,018	13.86%	Jan	569,252	627,445	58,193	202,247	10.22%
Feb	330,214	408,438	78,225	629,564	23.69%	Feb	1,697,519	1,942,495	244,976	1,405,993	14.43%	Feb	575,513	606,692	31,179	233,426	5.42%
Mar	186,155	146,243	-39,913	589,651	-21.44%	Mar	1,728,038	1,908,427	180,389	1,586,382	10.44%	Mar	582,348	627,272	44,924	278,351	7.71%
Apr	208,791	277,533	68,741	658,392	32.92%	Apr	1,698,526	1,931,236	232,710	1,819,092	13.70%	Apr	578,948	623,249	44,301	322,652	7.65%
May	206,041	234,962	28,921	687,313	14.04%	May	1,686,605	1,903,643	217,038	2,036,131	12.87%	May	560,248	618,551	58,303	380,955	10.41%
Jun	310,033	291,774	-18,259	669,055	-5.89%	Jun5-Aug5	3,898,489	4,403,191	504,702	2,540,833	12.95%	Jun5-Aug5	1,130,328	1,260,630	130,301	511,256	11.53%
TOTAL	3,113,294	4,389,613	669,055				19,526,874	23,135,601					6,935,077	7,566,111			

ACCOUNTS PAYABLE AND PAYROLL SUMMARY										YTD TOTALS			
AP&PR 22-23		YTD TOTAL	AP&PR 21-22		YTD TOTAL	Mo Diff	Mo % Change	Total % Change	AP YTD%	CP YTD%	SP YTD%		
Jul	1,408,148	1,408,148	Jul	1,041,361	1,041,361	366,787	35.22%	48.90%	15.64%	8.63%	1.75%	Jul	
Aug	2,136,246	3,544,394	Aug	2,266,455	3,307,816	-130,209	236,578	-5.75%	7.15%	38.16%	12.14%	13.42%	Aug
Sep	3,113,985	6,658,380	Sep	2,485,464	5,793,280	628,521	498,313	25.29%	8.60%	31.33%	16.96%	8.67%	Sep
Oct	3,101,402	9,759,782	Oct	2,315,362	8,108,641	786,040	1,414,561	33.95%	17.45%	49.09%	10.61%	2.77%	Oct
Nov	2,721,081	12,480,862	Nov	2,557,627	10,666,268	163,454	949,494	6.39%	8.90%	32.19%	11.13%	4.05%	Nov
Dec	2,686,068	15,166,930	Dec	2,213,842	12,880,110	472,226	635,680	21.33%	4.94%	28.37%	11.31%	4.71%	Dec
Jan	2,740,070	17,907,000	Jan	2,295,936	15,176,046	444,134	916,360	19.34%	6.04%	22.24%	11.74%	5.58%	Jan
Feb	2,957,625	20,864,625	Feb	2,334,848	17,510,894	622,777	1,066,911	26.67%	6.09%	22.41%	12.14%	5.55%	Feb
Mar	2,681,941	23,546,567	Mar	2,278,271	19,789,166	403,670	1,026,448	17.72%	5.19%	19.68%	11.92%	5.82%	Mar
Apr	2,832,043	26,378,610	Apr	2,389,012	22,178,178	443,031	846,701	18.54%	3.82%	20.55%	12.12%	6.01%	Apr
May	2,757,157	29,135,766	May	2,322,305	24,500,483	434,852	877,883	18.72%	3.58%	20.15%	12.20%	6.43%	May
Jun	5,955,595	35,091,361	Jun	5,076,023	29,576,506	879,572	1,314,423	17.33%	4.44%	17.98%	11.99%	6.59%	(Jun)
TOTAL	35,091,361		TOTAL	27,245,978.51		2,330,528							

[illegible]

UTILITIES COMPARISON 2021-22 TO 2023-24										
	410	623	624	625	627	MO	YTD			
	Water	Diesel	Electricity	Gasoline	Nat'l Gas	TOTAL	TOTAL	MONTHLY	YEAR	
								INCR/DECR	INCR/DECR	%
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%
Jun 22	22,543	16,329	40,916	5,941	4,027	89,756	1,030,687	20,840	216,758	26.63%
July 22	9,184	5,611	50,686	5,534	95	71,110	71,110	31,984	31,984	81.75%
Aug 22	23,101	0	70,521	0	2,708	96,330	167,440	24,718	56,702	51.20%
Sep 22	16,071	10,170	86,958	5,048	2,891	121,138	288,579	31,053	87,756	43.70%
Oct 22	20,265	23,758	89,601	4,500	3,864	141,988	430,566	32,250	120,005	38.64%
Nov 22	16,960	20,012	83,509	6,191	7,809	134,481	565,047	26,089	146,094	34.87%
Dec 22	9,014	20,570	49,948	3,929	3,585	87,045	652,092	20,926	167,020	34.43%
Jan 23	30,375	13,946	51,219	2,827	42,875	141,242	793,335	51,703	218,724	38.06%
Feb 23	7,489	13,862	47,435	2,872	35,553	107,211	900,546	17,749	236,473	35.61%
Mar 23	14,512	14,203	49,340	3,749	31,279	113,082	1,013,628	34,160	270,634	36.42%
Apr 23	13,471	20,402	47,912	3,271	25,044	110,101	1,123,729	8,519	279,152	33.05%
May 23	15,673	18,697	47,452	5,981	11,253	99,056	1,222,785	2,701	281,854	29.95%
Jun 23	13,656	11,861	53,149	4,297	6,415	89,378	1,312,162	-378	281,475	27.31%
July 23	12,775	3,075		4,986	2,037	22,873	22,873	-48,237	-48,237	-67.83%
August 23	15,604	1,081	78,405	4,537	1,114	100,741	123,614	4,411	-43,826	-26.17%
Sep 23	11,196	9,589	94,208	4,416	538	119,947	243,561	-1,192	-45,018	-15.60%
Oct 23	13,480	17,850	113,443	7,095	866	152,734	396,295	10,746	-34,271	-7.96%
Nov 23	14,084	18,877	91,697	6,732	2,592	133,983	530,278	-498	-34,770	-6.15%
Dec 23	4,173	16,294	59,722	4,694	7,201	92,084	622,361	5,038	-29,731	-4.56%
Jan 24	23,918	9,424	49,427	2,626	11,348	96,743	719,104	-44,500	-74,231	-9.36%
Feb 24	16,832	11,391	37,909	3,164	27,926	97,221	816,325	-9,989	-84,221	-9.35%
Mar 24	18,788	16,023	44,694	3,468	9,960	92,933	909,258	-20,149	-104,370	-10.30%
Apr 24	31,541	15,234	42,541	4,109	7,451	100,876	1,010,134	-9,225	-113,595	-10.11%
May 24	16,466	19,605	39,103	5,102	3,059	83,333	1,093,468	-15,722	-129,317	-10.58%
June 24	12,987	14,444	45,331	4,494	2,175	79,432	1,172,899	-9,946	-139,263	-10.61%

General Fund				
<u>WORKING BUDGET</u>				
		Budgeted	Received	
		2023-24	thru 6/30/2024	
WADM				
State Allocation (Initial)		14,660,911	15,312,648	
Other State Revenue		5,596,835	6,033,711	
Ad Valorem		8,340,643	8,648,445	
Other Local and County Revenue		1,528,795	2,548,988	
Federal Grant Revenue		5,714,471	5,261,268	
Mid Term Adjustment State Allocation		0	0	
CURRENT YEAR REVENUE		35,841,655	37,805,061	
		Percentage Collected	105.48%	
		Percentage of Year	91.67%	
Prior Year Carryover		<u>3,528,472</u>	<u>3,528,472</u>	
Total Revenue		39,370,127	41,333,533	
			Encumbered	Remaining
Projected Expenses			thru 6/30/2024	Balance
Certified Salaries		18,032,632	18,051,147	-18,516
Support Salaries		5,743,503	5,824,192	-80,689
Certified Benefits		5,028,529	5,075,059	-46,530
Support Benefits		1,679,447	1,751,313	-71,867
Purchased Professional & Technical Services		876,199	818,485	57,714
Contracted Property Services		166,243	90,039	76,204
Other Contracted Services		802,174	730,898	71,276
Supplies & Materials		2,001,219	2,075,086	-73,867
Property Expenses		408,770	388,850	19,920
Other Objects		784,429	455,485	328,944
Total Expenses		35,523,144	35,260,556	262,589
Projected Carryover		3,846,983	6,072,977.20	
		Prior Year Adjust	(104,672.60)	
		Less Pathways	(125,390.67)	
		Unaudited Carryover	5,842,913.93	
			15.51%	



CCOSA

The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

CCOSA's District Level Services (DLS) Program **(Agreement 2024-2025)**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Sapulpa School District No. 33 of Creek County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2025.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2022-23 ADM for your district.

P.O. CALCULATION GRID

County Name: Creek

County Number: 19

District Name: Sapulpa Public Schools

District Number: 33

P.O. CALCULATION GRID

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

ADM (2022-23)	TOTAL COST
3689	\$2,000

Purchase Order Number: _____

Purchase Order Amount: \$2,000

****Please attach a copy of the purchase order when submitting completed forms****



CCOSA

The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
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Superintendent Certification of Participation

I certify that on the 17th day of July 2024, the Board of Education of Sapulpa Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Sapulpa Board of Education has encumbered \$ 2,000 for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of advisory services to designated administrators with Sapulpa Public Schools.

Signature of Superintendent

Date

Signature of Board President

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2025. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!



CCOSA

The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
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CCOSA's District Level Services (DLS) Program

Designated Administrator Contact Form 2024-2025

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

Designated Administrators

(based upon each district's size in ADM for the 2022-23 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
Donia Doudican	918-224-3400 ext. 1127	ddoudican@sapulpaps.org
Katherine Stufflebeam	918-224-3400 ext. 1119	kstufflebeam@sapulpaps.org
*		

*only if ADM exceeds 10,000

Please send a copy of the completed forms to Jen Knight (jennifer@ccosa.org) or fax to 405.524.1196 (ATTN: Jen Knight). Keep one copy for your records.

AY 2024-2025

Memorandum of Understanding
Tulsa Community College
And
Sapulpa Public Schools

This Memorandum of Understanding (“MOU”) between Sapulpa Public Schools, Sapulpa, Oklahoma, (“partner”), and Tulsa Community College (“TCC”), an agency of the State of Oklahoma. Its purpose is to set forth the responsibilities and obligations of the parties with regard to dual credit programs. Tulsa Community College is dedicated to serving high school students while helping to develop a seamless and accessible transition to higher education. Tulsa Community College is a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). Established in 1999, NACEP provides standards of academic excellence, research, and advocacy. TCC has developed partnership guidelines based on NACEP standards in order to provide a valuable and credible academic experience. The TCC guidelines are available on request from the TCC Office of Dual Credit Programs. NACEP standards can be viewed at www.nacep.org.

TCC enrollment provides high school students an opportunity to earn transferable college credits while also satisfying high school course requirements through dual credit as well as an introduction to college academics and rigor. Additionally, this program provides an economical head-start through the tuition waiver program and reduced fee schedules for courses taught at community campuses, approved off-campus sites, or high school campuses during the regular school day. Through the program, students gain access to TCC writing labs, math labs, academic advisement, career advisement, libraries, clubs, organizations, and fitness centers.

1. Purpose

The purpose of this agreement is to foster increased access to college courses for high school students who have demonstrated the academic ability to complete a rigorous course of study. By using partner facilities to offer TCC courses, eligible students have an opportunity to participate in college courses during regular high school hours in a familiar environment. Students will earn high school academic credit and college credit, referred to as dual credit, as established by the Oklahoma Legislature in 70 O.S. §628.13. Any addendum shall be governed by the terms, provisions, and conditions set forth in this agreement.

2. Term

The agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution. Either party shall have the right to terminate this MOU with or without cause by giving ninety (90) days prior written notice of intention to terminate at the end of the college semester during which the

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notice was provided. If the notice to terminate is received less than 90 days from the end of the college semester, then the agreement will conclude at the end of the following college semester.

The parties agree to work in good faith to avoid any such termination. The rationale for the requested termination should be stated with the request, and the parties will attempt to resolve

any disputes in a mutually satisfactory way. Any future agreements will be subject to their own terms for termination, which may differ from this memorandum of understanding.

3. Operations

A. TCC will ensure the following conditions:

- Admit high school students to the college according to the Oklahoma State Regents for Higher Education requirements.
- Offer 1000 level and 2000 level courses to a minimum of fourteen (14) pre-enrolled students.
- Hold courses open and accept enrollments to meet required minimum fourteen enrollments: minimums must be met by December 15 for spring courses and May 15 for fall courses.
- Accept course enrollments in addition to the minimum fourteen (14) students until the section fills or until the first class meeting.
- Post the Dual Credit Student Enrollment Portal and instructional video on the TCC Dual Credit Programs' web pages for participating high school districts.
- Counsel students on issues concerning academic success and higher education goals including course transferability, college majors, and pathways to Associates Degrees, or workforce certifications.
- Conduct annual training for high school counselors.
- Provide online, online live, blended, and classroom delivered instruction for courses as agreed upon by TCC, the partner, attending districts, and appropriate external authorities.
- Endeavor to provide instructors and courses; however, TCC cannot guarantee course availability at the site.
- Provide curriculum and instructors for all TCC courses.
- Comply with the policies, practices, and procedures as outlined in the TCC faculty handbook at all times.
- Administer courses to follow a sixteen (16) week format. Students will follow the established TCC calendar as it relates to add/drop dates, withdrawal dates, holidays, and unscheduled closings.
- Provide high schools with due dates for the course scheduling process. See addendums for specific program timelines.
- Provide TCC student ID cards to each concurrently enrolled student who presents a TCC ID number and photo identification at TCC Student Activities Centers. The ID card will

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provide students with access to all four (4) TCC libraries and online library access. Students are billed \$5.00 per semester.

- Allow students to enroll in additional courses on TCC campuses as well as in the courses taught at the off-campus sites, online, online live modalities.
- All enrollments beyond the tuition waivers will be charged full TCC tuition.
- Send a password encrypted, electronic end of term grade spreadsheet to the district registrar or staff authorized to receive FERPA information.
- Provide dual credit student orientations. Partners may attend scheduled orientations on TCC campuses, online, or students may view the dual credit orientation electronically from www.tulsacc.edu/dualcredit in the high school counselor's office.
- Provide an early alert system via email to the district's high school counselor and/or administrator authorized to receive student information.
- Provide ADA accommodations: TCC requires students to self-identify and submit appropriate professional documentation in accordance with the guidelines established by the Accessibility Resources Center located at 909 S. Boston Ave Room MC 331B.
- The Director of Dual Credit Programs, TCC faculty department chairs, TCC Deans and Associate Deans, and the Associate Vice-President of Academic Affairs will review all course requests from participating high schools. Courses will be approved based on the program scope, collective resources, and available support for each course.

B. The partner high school will ensure the following conditions:

- Ensure that each student has textbooks and instructional materials as required for each course and that no student is denied an opportunity to participate due to the inability to purchase textbooks and instructional materials.
- Comply with the one hour and fifty minute TCC semester finals schedule.
- Designate a representative as the liaison between the partner and TCC. The partner liaison provides program information and guidance to students, parents, and high school faculty.
- Establish a process to confirm eligibility.
- Support and help guide the development and integrity of the program through the partner high school principal and counselor(s).
- Advise concurrently enrolling students on all issues concerning high school education, graduation, and college application requirements.
- Distribute for signatures and retain the signed district's student/parent MOU (if used).
- Communicate clearly to the parent and student regarding financial responsibilities and the college environment.
- Ensure that students have an opportunity to enroll in courses necessary for high school graduation. TCC courses may not be available or convenient for some students so should not be depended on as the sole source for completing high school graduation requirements.
- Include TCC courses in the high school course catalog.
- Display TCC brochures, guides, posters, and other promotional materials that TCC provides in a designated area such as the high school guidance office.

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- Allow compliance with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).
 - Provide program information and enrollment due dates to parents and students prior to registration periods.
 - Support the instructor and the student through standards set by TCC.
 - TCC campuses, including community campuses, do not close as frequently as high schools. If the high school closes and TCC does not, students will be expected to complete any homework or assigned readings and may be required to complete an online assignment, using Blackboard. Even when TCC is closed, students should keep up with the course agenda and check Blackboard for updated assignment schedules.
 - Provide an orientation for TCC faculty prior to the start of the semester if the district or partner campus is hosting TCC faculty. The orientation should include a tour of the campus, information about parking, keys to rooms, introductions to appropriate personnel, computer network passwords, IDs, and other information that may be unique to the site that faculty will need to teach their classes.
 - Provide students with adequate time to travel to and participate fully in courses and time to return to their home high school if applicable.
 - Provide, when course delivery model requires, qualified (per TCC standards) facilitators in classrooms, access to computer labs, and access to tutoring services. See addenda for specific program requirements.
 - Request all course additions or program changes in writing to the TCC Dual Credit Programs office.
 - Fall semester requests should be submitted by January 15th. Spring and summer semesters' requests should be submitted by August 15th.
 - English courses require a minimum of 14 enrollments and a maximum of 20 enrollments per section. All other courses require a minimum of 14 and a maximum set by the discipline and faculty. All enrollment maximums are additionally based on the ability to provide a collegiate environment.
 - Course change requests and program requests should include the rationale for the additional course, any extenuating circumstances surrounding the request; the number of students qualified and expected to enroll in the course, and the availability of specialized equipment/labs if appropriate. The requests will be reviewed and newly approved courses may be offered in the following semester.
- C. Obligations of both TCC and Partner:
- Attend an annual senior leadership meeting.
 - Collaborate to provide program information, communication, promotional materials, and activities.
 - Collaborate to articulate curricula between the high school and the college.

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- Collaborate to develop a two-year pathway of academic course offerings. The course schedule will be reviewed annually.
- Collaborate when advising a concurrently enrolled student to ensure that the student is apprised of all education options.
- Attend operations meetings as required.

D. High School Concurrently Enrolled Students Will:

- Meet the minimum requirements as set forth by the Oklahoma State Regents for Higher Education. Admission and enrollment requirements are posted at www.tulsacc.edu and accompany the enrollment form.
- Complete the online TCC college admission application a minimum of one week prior to enrollment.
- Enroll using the Dual Credit Student Enrollment Portal www.tulsacc.edu/dualcredit .
- Pay course fees and materials used via Bb for all courses at any TCC Bursar office or online via MYTCC.
- Pay full tuition incurred beyond the maximum tuition waiver amount.
- Assume responsibility for course materials.
- Complete a student orientation in person, online, or with a high school counselor via TCC's orientation presentations and materials.
- Assume all responsibility for personal actions during transportation to the course delivery sites and during the return to the home high school including driving or riding in personal vehicles and district transportation on roads or in parking lots.
- Comply with the TCC student policies and resources as outlined in the TCC Student Code of Conduct (<http://www.tulsacc.edu/student-resources/student-handbook>) during TCC class time.
- Behave in the same manner as any student enrolled and participating in a college course as written in the TCC Student Code of Conduct available on the TCC website.
- Assume responsibility for any malicious destruction of property, equipment and materials belonging to the host concurrent delivery site and/or TCC.
- Read the district's student/parent MOU if required by the district (to be retained at the high school counselor's office).
- Participate as required and outlined in the course syllabus.
- Check the television, radio, and TCC Alerts for class cancellations due to unforeseen situations (weather), and log onto TCC Blackboard to complete any assignments.
- Assume responsibility for reporting grades to appropriate high school staff.

4. Financial Arrangements

- Students will pay the one-time admission fee of \$20.00 with the first semester enrollment.
- TCC will waive tuition via the state of Oklahoma and TCC's tuition waiver programs.

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- TCC Financial Aid will apply the juniors' tuition waiver for a maximum of twelve (12) credit hours per semester beginning the summer after the 10th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.
- TCC Financial Aid will apply the seniors' tuition waiver for a maximum of eighteen (18) credit hours during the three senior semesters of concurrent eligibility beginning the summer after 11th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.
- All courses are charged Oklahoma State Regents for Higher Education mandatory course fees regardless of delivery mode or location. Other courses' fees vary.
- Partners may set up third-party billing with the TCC bursar to eliminate student barriers.
 - Participating third-party billing high schools will be billed for all students on the TCC rosters after the semester drop date. Consult the TCC academic calendar for semester dates.
 - Students are not eligible to receive a federal T-1098 tuition statement for education credit for any amounts remitted by the district via 3rd party billing

5. Liability

Each party to this Agreement will be responsible for its own negligent acts or omissions and those of its employees, officers, volunteers or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does either party assume any responsibility to the other party for the consequences of any act or omission of any person or entity not a party to this Agreement. The terms of this provision shall survive the termination of the Agreement.

Both parties recognize that this is a programmatic agreement and does not afford TCC control of over any District property, therefore the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act does not apply to District property utilized under this agreement.

6. Independent Capacity

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

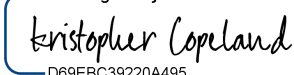
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Official Signatures

We agree to the conditions and responsibilities and indicate by our signatures our commitment to provide quality dual credit enrollment courses for our students.

Dr. Kristopher Copeland, Assoc. Vice-
President Academic Affairs
Tulsa Community College

Date:

DocuSigned by:

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School Board President or Superintendent
Participating school or district

4/16/2024 | 5:09 PM CDT

Date:

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MOU Addendum:

College Prep Math (CPM)

In cooperation with the high school mathematics department, Tulsa Community College is offering eligible high school juniors and seniors the opportunity to earn three hours of transferable college Mathematics and satisfy their high school Mathematics requirement. College-Prep Mathematics (CPM) is an intensive preparatory course designed for students aiming to excel in their chosen math pathway during the subsequent semester. This course is tailored to equip students with the fundamental skills necessary for success across various mathematical disciplines. CPM lays the groundwork for three distinct math pathways: Precalculus I – Primarily designed for STEM majors, this pathway delves into advanced mathematical concepts essential for disciplines such as engineering, physics, and mathematics. Math Functions – Geared towards business majors, this pathway emphasizes practical mathematical applications relevant to fields such as economics, finance, and management. Quantitative Reasoning – Tailored for Liberal Arts majors, this pathway focuses on developing critical thinking skills through the application of mathematics in everyday contexts. The goal is for all students who take the CPM class to successfully complete a TCC college-level math course (MATH 1513 – Precalculus I, MATH 1473 – Quantitative Reasoning, or MATH 1483 – Mathematics Functions & Their Uses) the following semester. Recognizing the importance of embedded support, students enrolled in CPM will receive daily assistance from their high school math instructors during the subsequent semester as they navigate their chosen TCC math pathway online.

Tulsa Community College Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with CPM curriculum and objectives, which will be used during the fall semester to prepare students for the college-level math course.
- Provide a TCC Dual Credit Coordinator to administrate and liaison with the student, teacher, and counselor (See DC procedural timeline).
- Conduct an on-site or virtual information session during the first week(s) of the CPM class.
- Provide a TCC Math faculty liaison to review the CPM course materials with the high school math teacher and to provide support throughout the semester.
- Meet with students to help them apply to TCC in September (fall) and in April (spring).
- Provide a 16-week online section of MATH 1513, MATH 1473, and/or MATH 1483 taught by TCC faculty who will communicate with the high school support instructor throughout the semester.
- Reserve seats for the CPM students who meet admissions and enrollment criteria, who earn a C or better in CPM, and who enroll by January 3 for spring semester, by May 30 for fall semester.
- Send TCC Qualtrics student survey link to high school teacher to gather student roster information.
- Share Google Class Roster Sheet with the high school teachers to communicate admission and enrollment status and any student issues.
- ENROLLMENT: The TCC coordinator will send enrollment information including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for each high school to the student's TCC email and HS teacher email. Meet with the district and high school administrations to review the MOU and addenda.
- Process the junior or senior tuition waiver for all concurrent high school students as applicable.

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District Responsibilities

- Follow the CPM procedural timeline.
- Meet with the TCC dual credit director and high school administrations to review the MOU and addendum before offering the class for the first time.
- Immediately notify dualcredit@tulsacc.edu if personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Grant the teacher a full day of paid professional development time during the semester to participate in professional development with college faculty
- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take the college-level math class.
- Send fall semester transcript by January 10th for each college-level math student to demonstrate all students meet placement criteria; TCC will de-enroll students who were projected to earn a C but did not unless students meet other placement criteria.

High School Responsibilities

- Follow the CPM procedural timeline.
- Meet with the TCC dual credit director and high school administrations to review the MOU and addendum before offering the class for the first time.
- Work with high school math faculty to identify students who can meet the admission requirements (see below), who want to go to college, and who have a strong work ethic but who don't yet have the academic and/or study skills needed succeed in a college-level math class.
- Send the parent letter to students interested in the CPM class (see below) and keep them on file.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Provide a qualified math teacher to deliver the preparatory curriculum *and* to provide support for the online college-level math class the following semester.
- Encourage students to use ICAP time to explore the math pathway assigned to college/university majors and higher education institutions. Students may consult their assigned TCC Academic Advisor (connect in MYTCC – Starfish) for assistance.
- Provide a dedicated class period and space for both CPM and online college-level math class.
- Send the math teacher's name and contact information to dualcredit@tulsacc.edu by August 1.
- Immediately notify dualcredit@tulsacc.edu of any personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Provide a high school counselor to complete the college prep enrollment approvals in the dual credit enrollment portal.
- Enroll only CPM students in designated sections until the deadline has passed. The deadline for enrolling students for fall semester is June 30; for spring semester, the deadline is January 3. Once the deadline passes, students may be added to the designated section.
- Make sure students *and* support high school teachers participate in/watch the video of the dual credit student orientation and complete the Blackboard orientation before the start date of the college-level math class.
- Review the math teacher's lesson plans as needed to ensure he/she is adhering to the CPM curriculum.

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- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take the college-level math class.
- Ensure that qualified students have access to course material, software, and textbooks.
- Encourage students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.
- Monitor the progress of and provide academic support for students throughout the TCC semester, including days when the high school is not in session or switches to virtual instruction. Students who need to temporarily pivot to virtual attendance must meet virtually with the high school teacher a minimum of three times a week.

High School Teacher responsibilities

- Complete the Beginning of Semester survey for CPM teachers by the end of week two of the semester. The Dual Credit office will send teachers a link to the TCC Qualtrics student survey the first week of the semester.
 - Teachers will have students fill out the survey by the end of the third week of the semester.
- Provide the TCC Dual Credit Coordinator one class period to conduct college admission workshop (weeks 6-8). NOTE: Admission does not guarantee enrollment.
- Use Google Class Roster Sheet sent by the TCC coordinator to communicate about class roster changes, to update admission and enrollment information, and to note any student issues. For example, alert TCC coordinator of any additional students added to the class after the coordinator has completed the admission/student information workshop.
- Consult the Google Class Roster Sheet frequently during the semester and inform students about any admission and enrollment issues the coordinator has listed in the notes section.
- Teach the CPM math class.
 - Attend professional development with the TCC faculty.
 - Follow the curriculum as explained during the professional development and discuss any variations with the TCC faculty liaison.
 - Communicate regularly with the TCC faculty liaison throughout the semester.
- Encourage students to use ICAP time to explore the math pathway assigned to college/university majors and higher education institutions. Students may consult their assigned TCC Academic Advisor (connect in MYTCC – Starfish) for assistance.
- Alert students to enrollment information, including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for your high school.
- Complete the end-of-the-semester teacher survey. TCC will send this survey so that teachers can identify students who are NOT recommend for the college-level course enrollment or who will not complete the preparation semester with a grade of C or better. Both a C or better AND the teacher recommendation are required to enroll the student in the college course without additional placement criteria. The survey also contains the conditional FERPA release that allows the high school teacher and college faculty to collaborate during the college course.
- Complete the Blackboard orientation with students.
- Assist with time management, study skills, and technology issues. If teachers have any issues with Blackboard, they need to contact their TCC liaison immediately. Students should be directed to the TCC Student Support Center (918-595-2000).
- View the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.

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- Communicate regularly with the college-level math professor(s).
- Print the TCC professor's syllabus, major assignments, mid-term/finals schedule, and other materials as needed.
- Review the course syllabus with students during the first week of the TCC's semester. Focus on the instructor contact information, grading policy, assignment list, attendance/participation, lab assignment & make-up work, due dates, and pacing schedule.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes. While students are expected to work independently during the dedicated class period and to behave as responsible college students, the teacher may offer mini-lessons to reinforce the college-level math course outcomes and should periodically schedule tutoring sessions with students.
- Monitor student progress by taking attendance during both semesters' dedicated class periods. During the online college math semester, send regular updates on attendance to the college professor.
- Check Bb grades once a week and alert the high school counselor if the students' grade drops below 70%.
- Encourage students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.
- Support the TCC Student handbook, the TCC professor's syllabus, and the grading standards.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, the high school teacher will work with the TCC professor to dismiss students who consistently disrupt the designated study time.
- Follow best practices for tutoring.
- Meet at least three times a week with any student who needs to temporarily pivot to virtual attendance.

Student Responsibilities

- Complete the student information survey by the end of week 3 of the preparatory semester.
- Apply for TCC admission with the TCC Coordinator during weeks six to eight of the semester. For admission eligibility, see the Dual Credit Program's [Website](#).
- Set up TCC email and password in MYTCC after admission and prior to enrollment.
- Use ICAP time to explore the math pathway assigned to your college/university major and higher education institution post high school. Consult your TCC Academic Advisor (connect in MYTCC – Starfish) for assistance.
- Enroll in the designated section of online Math 1473, Math 1483, or Math 1513 as soon as TCC sends the assigned CRN / section to your TCC email. Admitted students will receive an email to their TCC email account with enrollment instructions, a link to the Dual Credit Enrollment Portal, tutorial videos for students and parents, and the CRN/ section assigned to their class. Students must enroll by January 3rd for spring semester, May 30th for fall semester; after those dates, the **Math course sections will be open to other high school students**.
- Demonstrate enrollment eligibility if necessary. Students who earn a C or better in CPM and who have the teacher's recommendation meet the placement criteria to enroll in the designated online section of Math 1473, Math 1483, or Math 1513 only; the grade does not work for placement in any other section of math. For any other section of math, students must demonstrate enrollment eligibility as explained on the Dual Credit Program's [Website](#). Course choice will be guided by the student's declared major and college/university post high school.
- Seek assistance for any Bb or technology issues immediately. Students should alert their high school teacher and the TCC Student Support Center (918-595-2000).
- Attend the TCC dual credit student orientation and complete the TCC online Bb orientation (see Dual Credit Programs webpage for dates and locations).

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- Attend the high school class regularly while taking the TCC online course. Students who need to temporarily pivot to virtual attendance must meet virtually with the high school teacher a minimum of three times a week.

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College Preparatory Math
Letter to parents/guardians

Dear Parent/Guardian,

Your student has been identified as a candidate for the College Prep Math (CPM) course, a high school class that prepares students to succeed in a Tulsa Community College MATH 1473, MATH 1483, or MATH 1513 course. This letter is to inform you about this opportunity.

College Preparatory Math is a class developed by college and high school math faculty with the goal of ensuring high school students are prepared for college-level reading and writing. Data show that many high school students graduate without meeting the standards required to take a college-level math class. These students often must take costly remedial courses at the college and/or may not be able to pass a first-year math class. While taking College Preparatory Math does not guarantee that a student will be taking Math 1473, or Math 1483, or Math 1513 the following semester, the class will challenge all students to improve their math skill so that they graduate high school prepared to succeed in college classes.

The CPM class helps prepare students for the 3 college-level pathways (MATH 1513, MATH 1473, & MATH 1483) by asking students to practice some of the same math concepts they will be asked to complete in these college-level courses. High school teachers will also

- Enforce strict deadlines for late work
- Require students spend time studying outside of class
- Review challenging learning outcomes from the precalculus curriculum
- Focus on time management skills
- Consult with a TCC math professor about learning outcomes and student progress

The high school instructor will continue to help students succeed in an online college-level math class the following semester by providing tutoring, technology support, and encouragement. Although students will have a dedicated class period to work on their TCC math class, they are expected to work independently and to behave as responsible college students. The professor will follow college policies regarding attendance, academic freedom, and grades, and the high school teacher will reinforce college policies (including the professor’s syllabus policies), take daily attendance, and ensure that the classroom environment is conducive to studying.

Students will be required to take the mid-term and final exams. (Locations vary: college campus, remote, or high school campus as determined by TCC and the high school.) Students who complete the college-level math class successfully will have three hours of college credit, transferable to most colleges and universities and required of almost all degree programs.

If you would like your student to participate in this opportunity, please discuss the overview of student responsibilities and the project timeline with him or her. If he or she is interested, please sign and return this letter to your high school counselor.

_____ Parent _____ Date

_____ Student _____ Date

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The College Preparatory Math Timeline

CPM OFFERED IN THE FALL

February - March

- High schools indicate interest in offering/continuing to offer CPM fall semester of the following academic year.
- For schools offering the course for the first time, the school principal meets with the Dual Credit faculty chair and/or the Dual Credit Program director to review the MOU agreement and timeline.
- High schools identify students for CPM (February to August school start date):
 - High school math faculty should recruit current sophomores and juniors during the high school scheduling period.
 - High school counselors ensure that students meet or can meet the dual credit admission requirements (3.0 unweighted GPA or appropriate test score)
 - High school sends letters to parents about CPM

April - July

- High school sends name(s) and contact information of CPM teacher(s) to the Dual Credit Programs Coordinator **no later than June 1**.
- TCC notifies teachers of date for CPM workshop.
- CPM instructors who have offered the course for at least one semester may discuss curriculum changes with the TCC faculty liaison.

August

- High school may replace teacher if necessary by August 15th.
- CPM teachers attend the CPM workshop.
- TCC faculty liaison begins regular communication with the CPM teacher.
- TCC representative conducts an on-site information session or shares an informational video during the first week(s) of the CPM class.
- CPM teacher provides his/her course syllabus and agenda to the TCC faculty liaison for review no later than the second week of the semester.
- CPM teacher completes the Beginning of Semester survey sent by the Dual Credit office by the end of week two of the semester.
- The Dual Credit office sends teachers a link to the TCC Student Survey the first week of the semester. Students fill out the survey by the end of the third week of the semester.

September/October

- Dual Credit Coordinator visits the CPM class to help students apply to TCC. Students who don't meet admission criteria will be given next steps.
- Teachers use Google Class Roster Sheet sent by the TCC coordinator to communicate about class roster changes, updated admission and enrollment information, and any student issues. For example, alert TCC coordinator of any additional students added to the class after the coordinator has completed the admission/student information workshop.

November

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- TCC coordinator provides the CPM teacher the CRN and section number for the Math courses for enrollment in April (fall enrollment) via the Google sheet.
 - All admitted students may enroll at this point, via the Dual Credit Enrollment Portal, but any student who does not earn a C or better **and** receive the recommendation of the HS teacher will be removed from the class in January.
- Teachers make students aware of the enrollment information including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for your high school; note any student issues on the Google Class roster sheet.
- CPM teacher completes the end of semester teacher survey. This survey will inform TCC about who the high school teacher does NOT recommend for the college-level course enrollment or who will not complete the preparation semester with a grade of C or better.
 - Both a C or better AND the teacher recommendation are required to enroll the student in the college course without additional placement criteria. The survey also contains the conditional FERPA release that allows the high school teacher and college faculty to collaborate during the college course.

December

- Consult the Google Class Roster Sheet frequently and inform students about any admission and enrollment issues the coordinator has listed in the notes section.

January

- CPM teacher transitions to supporting role for math students, is placed in math Blackboard sites, and begins regular communication with math professor(s).
- CPM teacher emails the Dual Credit Coordinator the names of students who did not complete the semester with the C or better **and** teacher recommendation if the list of names differs from November projection sent in November via the End of Semester Survey for CPM teachers.
- Students who complete a fall semester CPM class and have enrolled in math complete TCC's dual credit orientation and online Bb orientation; high school teacher should also complete the Bb orientation and view the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.
- HS sends fall semester transcript by January 10 for each math student to demonstrate all students meet placement criteria for math; TCC will de-enroll students who were projected to earn a C but did not and do not meet other enrollment criteria.
- Help students with technology issues. If teachers have any issues with Blackboard, they need to contact their TCC liaison immediately.
- CPM teacher prints the TCC professor's syllabus and reviews it with students as soon as the Blackboard course site is opened (usually, the Friday before the start of the semester).

February – May

- CPM teacher reviews the professor's handouts, assignment sheets, mid-term and final schedule, and grading rubrics with students and be familiar with other materials posted in Blackboard.
- CPM teacher offers mini lessons during class, schedules individual tutoring sessions with students as needed, and helps with technology issues.
- CPM teacher communicates regularly with math professor(s) and shares supplemental instruction handouts or other materials with the math professor(s).
- CPM teacher monitors student progress by checking grades regularly.
- CPM teacher alerts the high school counselor if a student's grade drops below 70%.

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- CPM teacher encourages students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.

CPM OFFERED IN THE SPRING

September-October

- High schools indicate interest in offering/continuing to offer CPM spring semester of the following academic year.
- For schools offering the course for the first time, the school principal meets with the Dual Credit faculty chair and/or the Dual Credit Program director to review the MOU agreement and timeline.
- High schools identify students for CPM
 - High school math faculty should recruit current sophomores and juniors during the high school scheduling period.
 - High school counselors ensure that students meet or can meet the dual credit admission requirements (3.0 unweighted GPA or appropriate test score)
 - High school sends letters to parents about CPM

November-December

- High school sends name(s) and contact information of CPM teacher(s) to the Dual Credit Programs Coordinator **no later than November 1**.
- TCC notifies teachers of date for CPM workshop.
- CPM instructors who have offered the course for at least one semester may discuss curriculum changes with the TCC faculty liaison.

December

- High school may replace teacher if necessary by December 15.

January

- CPM teachers attend the CPM workshop.
- TCC faculty liaison begins regular communication with the CPM teacher.
- TCC representative conducts an on-site information session or shares an informational video during the first week(s) of the CPM class.
- CPM teacher provides his/her course syllabus and agenda to the TCC faculty liaison for review no later than the second week of the semester.
- CPM teacher completes the Beginning of Semester Survey for CPM Teachers sent by the Dual Credit office by the end of week two of the semester.
- The Dual Credit office sends teachers a link to the Survey for CPM Students the first week of the semester. Students fill out the survey by the end of the third week of the semester.

February-March

- Dual Credit Coordinator visits the CPM class to help students apply to TCC. Students who don't meet admission criteria will be given next steps.
- Teachers use Google Class Roster Sheet sent by the TCC coordinator to communicate about class roster changes, updated admission and enrollment information, and any student issues. For example, alert TCC

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coordinator of any additional students added to the class after the coordinator has completed the admission/student information workshop.

March-April

- TCC coordinator provides the CPM teacher the CRN and section number for the Math 1473, Math 1483, and Math 1513 courses for enrollment in April (fall enrollment) via the Google sheet.
 - All admitted students may enroll at this point, via the Dual Credit Enrollment Portal, but any student who does not earn a C or better **and** receive the recommendation of the HS teacher will be removed from the class in August unless other placement criteria are met.
- Teachers make students aware of the enrollment information including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for your high school; note any student issues on the Google Class roster sheet.

May

- CPM teacher completes the End of Semester Survey for CPM Teachers. This survey will inform TCC about who the high school teacher does NOT recommend for the college-level course enrollment or who will not complete the preparation semester with a grade of C or better.
 - Both a C or better AND the teacher recommendation are required to enroll the student in the college course without additional placement criteria. The survey also contains the conditional FERPA release that allows the high school teacher and college faculty to collaborate during the college course.

August

- CPM teacher emails the Dual Credit Coordinator the names of students who did not complete the semester with the C or better **and** teacher recommendation if the list of names differs from November projection sent in November via the End of Semester Survey for CPM teachers.
- Consult the Google Class Roster Sheet frequently and inform students about any admission and enrollment issues the coordinator has listed in the notes section.
- CPM teacher transitions to supporting role for math students, is placed in math Blackboard sites, and begins regular communication with math professor(s).
- Students who complete a fall semester CPM class and have enrolled in math complete TCC's dual credit orientation and online Bb orientation; high school teacher should also complete the Bb orientation and view the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.
- HS sends spring semester transcript by August 15 for each math student to demonstrate all students meet placement criteria for math; TCC will de-enroll students who were projected to earn a C but did not and do not meet optional enrollment criteria.
- Help students with technology issues. If teachers have any issues with Blackboard, they need to contact their TCC liaison immediately.
- CPM teacher prints the TCC professor's syllabus and reviews it with students as soon as the Blackboard course site is opened (usually, the Friday before the start of the semester).

September-December

- CPM teacher reviews the professor's handouts, assignment sheets, and grading rubrics with students and be familiar with other materials posted in Blackboard.

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- CPM teacher offers mini lessons during class, schedules individual tutoring sessions with students as needed, and helps with technology issues.
- CPM teacher communicates regularly with math professor(s) and shares supplemental instruction handouts or other materials with the math professor(s).
- CPM teacher monitors student progress by checking grades regularly.
- CPM teacher alerts the high school counselor if a student's grade drops below 70%.
- CPM teacher encourages students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.

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MOU Addenda

TCC Online Courses Embedded into the high school schedule and supported by a high school staff or teacher (English and math) as academic coach.

In cooperation with the high school, Tulsa Community College (TCC) is offering eligible high school juniors and seniors the opportunity to earn college credit while at the same time satisfying their high school graduation requirements. The goal of this collaboration is for all students involved to successfully complete (grade of C or above) a TCC online general education course(s).

TCC Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with TCC admissions qualifications for concurrent students.
- Provide the high school with TCC qualifications for course enrollment.
- Provide an annual dual credit student orientation at a TCC campus and online.
- Conduct an on-line or on-site student information session, at the beginning of the semester.
- Provide 16-week online sections of general education college courses provided minimum enrollment requirements are met.
- Provide a TCC professor to deliver the online course(s).
- Provide early alerts to high school counselors authorized to receive FERPA information (early alerts sent when faculty reply to bi-weekly early alert requests).
- Provide semester grades to the district staff authorized to accept electronic FERPA reports.
- Meet with potential students and parents at Dual Credit to College Degree information meetings organized by the high school.

TCC Professor Responsibilities:

- Follow college syllabus template and departmental standards.
- Provide grade updates after every major graded assignment.
- Grade and return work in a reasonable amount of time (no more than two weeks for essays, less for other assignments).
- Incorporate best practices for engaging students in online classes.
- Create a column in Blackboard called “Grade to Date” or “Eligibility.” This column will help students demonstrate eligibility for extracurricular activities. (Note: this saves faculty time, is not a violation of FERPA, and ensures the high school has accurate information about grades).
- Update the grade book either by indicating each student’s letter grade (A, B, C, D, F) or by indicating the student is passing (P) or in danger of failing (F). High school students taking college classes must maintain a C average to continue taking college classes, so high school students earning below a C may be in danger of failing.
- Report students who are in danger of failing (i.e. whose grade drops below a 70%) either by responding to the Early Alert email from the CE office and/or by following college protocol.

College Prep English and College Prep Math Program Additional Professor Responsibilities

- Follow the CPM and CPE specific addenda requirements for college courses that follow the TCC preparation curriculum.
- Meet with high school instructor and/or faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Communicate with the high school instructor frequently throughout the semester—once a week the first four weeks of the semester, less frequently after.

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High School District Responsibilities

- Identify students who express a desire to go to college, who have sufficient time to complete assignments outside of class time (minimum 9 hours a week per 3 credit hour online course) and who meet admission and enrollment qualifications for concurrent students.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Provide adequate safety and security while faculty and students are at the site. This includes posting and practicing emergency evacuation as well as collaboration with TCC police.
- Provide a dedicated space for 20 to 30 students to support students in the online class during the TCC academic semester.
- Provide a dedicated class period within the regular school day and ensure that students attend the scheduled class time.
- Display physical evidence in a designated area such as outside the door to the TCC classroom that identify the site as a TCC course site. TCC provides brochures, guides, posters, and promotional materials.
- Provide internet access, including website access, TCC library and database access, computer hardware, and software at the site as is required for the college courses' delivery and instruction.
- Provide a collegiate environment free from classroom interruptions. This includes announcements, staff entering the classroom, classroom orderliness, and room changes, and TCC faculty/staff access to the facility for on-site orientations, admission or enrollment workshops as scheduled by the partners.
- Comply with the one hour and fifty-minute TCC semester finals schedule.
- Designate a representative as the liaison between the partner and TCC. The partner liaison provides marketing, program information, and notification to potential students in all area districts.
- Support and help guide the development and integrity of the program.
- Support the instructor and the student through standards set by TCC.
- Allow the concurrently enrolled students to comply with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from high school will be expected to continue participating in his or her TCC class(es).
- Ensure that qualified students have access to course materials. Note: Photocopying portions of a textbook is a copyright violation. Students should be responsible for purchasing, printing, and/or borrowing assigned texts.
- Grant dual credit for all college courses per OK SB290.
- Optional: Set up third party billing with the TCC Bursar.
- Commit by June 1 to a support instructor for the full year.
- Provide students with computers and Internet access during the dedicated class period.
- Meet with the TCC concurrent enrollment director and high school administrations to review the MOU and addenda.

College Prep English and College Prep Math Programs Additional District Responsibilities

- Provide a qualified high school teacher or support staff to work with students during scheduled class meeting times.
 - English courses require support instructors with strong writing skills.
 - Math courses require a certified high school math teacher (B.S. in Mathematics).
- Notify the director of concurrent enrollment of any personnel changes and arrange for the new instructor to come to TCC for orientation and training.
- Provide the support instructor with the required textbooks and/or ancillary materials (e.g., Lumen)
- Ensure high school support instructor communicates regularly with TCC faculty and follows the requirements for effective student support.

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High School Support Instructor Responsibilities All Courses

- Become familiar with Blackboard and other TCC technology.
- Assist with time management, study skills, and technology issues.
- Avoid intervening in the student's day-to-day work. Although the course is taking place at a high school, students are expected to work independently and to behave as responsible college students.
- Monitor student progress by checking Bb grades throughout the semester.
- Alert the student and the high school counselor if the student's grade drops below 70%.
- Counsel failing students into an on-level high school class prior to the week 12 withdraw date in a 16-week POT.
- Support the TCC professor's syllabus and TCC student Handbook.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, work with the high school dual credit lead to dismiss students who consistently disrupt the designated study time.
- When appropriate, facilitate group discussions, study sessions, or workshops.
- Attend or watch the TCC Dual Credit Student Orientation.

Additional English teacher responsibilities

- Meet with TCC professor and/or full-time faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Attend TCC faculty's meeting/professional development activity.
- Take attendance each class period and let the course instructor know if students miss more than three hours of class.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes.
- Read the texts students are required to read and study the professor's handouts and assignment sheets.
- Provide impromptu tutoring and instruction on an as-needed basis.
- Communicate regularly with course instructor.
- During the first three weeks of the semester, spend several class periods re-enforcing the online instruction, reviewing grammar and mechanics, assisting students with time management and study skills, and helping with any technology issues. After the first few weeks of the semester, the instructor can intervene less in the students' day-to-day progress in the class.
- Monitor student progress by collecting copies of students' graded essays and summaries. *Students who earn less than a C on an assignment should be required to meet with the support instructor for additional tutoring.*
- Follow the TCC tutorial best practices guidelines and provide individual tutoring to each student at least twice semester.
- Provide tutoring in thirty-minute sessions (to prevent some students from monopolizing tutoring time).

Additional Math teacher responsibilities

- Assist with time management and course pace to ensure all assignments are completed in time for the scheduled exams.
- Assist with Lumen technology.

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Student Responsibilities All courses:

- Apply for admissions into the Tulsa Community concurrent enrollment program. For admission requirements and to apply for admission see <https://www.tulsacc.edu/admissions-aid/admissions/college-courses-high-school-students>
- Acceptance into the dual credit enrollment program requires:
 - Junior or Senior status in high school
 - On-track for high school graduation with peer group
 - Enrolled in no more than 19 credit hours combined high school and college classes per semester
 - Admission score or GPA
 - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
 - **OR** SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
 - **OR** H.S. GPA of 3.0 or above.
 - If the student's national ACT exam score does not meet the acceptance or enrollment criteria, the student may take the Residual ACT at TCC's Northeast Campus testing center. Dual Credit students may take the residual ACT one time between November 1 and October 31. 918-595-7594 for information and guidelines.
- Qualify for course enrollment in TCC's off-campus dual credit enrollment program in the spring semester (for fall enrollment). See <https://www.tulsacc.edu/dualcredit> for the dual credit programs' college enrollment policy. Multiple placement options are available for students including ACT, Pre-ACT, SAT, PSAT10, PSAT-NMSQ, unweighted High School GPA (accredited schools).
- Read and sign the faculty association welcome letter within the registration portal (students and their parents), indicating that they understand the requirements of Dual Credit Programs.
- Enrollment is filled on a first-come, first-served basis and is not guaranteed. After the first day of the class meeting, students will not be allowed to enroll in a class, even if the class is not at capacity.
- Attend a Dual Credit Programs' student orientation in person, zoom, or access the recorded orientation via the website.
- Purchase required course materials (students or high schools); students (not the support instructor) are responsible for obtaining the required materials. Check with your high school counselor.
- Complete a FERPA Student Records Release Form to allow communication between TCC and the high school within the registration portal.
- Students should be prepared to complete required assignments on the first day of the TCC semester.
- Note assignment deadlines, follow course policies as outlined in the syllabus, and seek additional help from the high school support instructor, as needed.
- Devote a minimum of 6 hours a week per course to studying, completing assignments, and revising and editing written work.
- Provide Blackboard grade report to the high school support instructor / academic coach every 2-3 weeks and to your high school counselor weekly.
- Pay the appropriate TCC course fees and any tuition if applicable.
- Attend the high school's dedicated class period throughout the entire semester.
- Communicate any concerns or issues (e.g., questions about grades) with the TCC professor.

Additional responsibilities for English courses:

- Print graded essays and summaries to give to the high school support instructor for review.
- Participate in at least two tutoring sessions with the high school support instructor OR meet with a TCC writing consultant at one of the TCC writing centers or online.
- Students (not the support instructor) will be expected to find articles from the TCC library databases.

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- Complete all English departmental requirements for Composition I and II (see TCC Composition I and II Guidebook).

Additional responsibilities for Math courses:

- Purchase required textbooks/ Lumen or MyMATHLab Student Access Kit (students or high schools)
- Take a proctored midterm and final exam (These exams may be scheduled at the high school, a TCC campus, or online depending on the student's distance from TCC).



Tulsa Community College
Dual Credit Programs
MOU AY 2024-2025
April 1, 2024

Dear partner,

Thank you for your collaboration with Tulsa Community College's Dual Credit Programs. We value your partnership and dedication to Oklahoma high school students. Your students benefit from your passion for education and your partnership with Tulsa Community College.

Your AY 2024-2025 MOU agreements did not have substantive additions or changes this year, minor clarifications are not listed. The addenda for online embedded programs, College Prep English, and College Prep Math have been updated to reflect lessons learned and feedback from faculty and high school partners. We will review updates at our required district meetings.

If TCC has face-to-face embedded faculty on your campus, your facilities agreement included one update last year that we want to continue to highlight:

- Partner may only use personally identifiable information ("PII") in providing services under this MOU. Partner agrees that it is a "school official" as that term is used in the Family Educational Rights and Privacy Act ("FERPA"). Partner shall maintain adequate safeguards for PII provided by TCC and Partner shall not re-disclose any PII except as allowed by FERPA. Partner shall follow directives of TCC with regard to data destruction after completion of services. Partner shall promptly notify TCC in the event of a data breach of PII.

Your dual credit MOU agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution (see Term).

Dual Credit Programs Update

1. We are graduating almost 100 high school seniors with TCC Associate of Arts and Associate of Science Degrees from eight districts next month.
2. Dual Credit Programs grew to an unprecedented 23% of the college's unduplicated student headcount in AY 2024 – 2025.
3. We provided access for any Oklahoma high school student to our degree program, Dual Credit to College Degree. This program provides a path to complete an Associate Degree during the last six semesters of high school -- fully online.
4. College Prep Math (CPM) will update our previous math preparation program and allow students to enroll in the OSRHE math pathway required for their college major.

Here to serve,

Melissa Steadley
Director, Dual Credit Programs
dualcredit@tulsacc.edu

A Memorandum of Agreement Between

Sapulpa Public Schools and
Native American Coalition of Tulsa Head Start

I. Parties to the Agreement

- A. *Sapulpa Public Schools* and
- B. *NACT Head Start*

II. Purpose of Agreement

- A. To improve availability and the quality of services for *the geographic service area of the Head Start agency's* children, age three through age five, and their families
- B. To support children's optimal development and readiness for school entry and success
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- E. To promote further collaboration to reduce duplication and enhance efficiency of services
- F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and noneducational services
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families

III. Program Descriptions

- A. **NACT Head Start** provides services to children and families who reside in or near to that portion of Tulsa County that is bounded on the North by Osage County, on the west by Creek County, and on the south by Creek County and Okmulgee County and on the east by a line extending south from the southeast corner of Osage County to the Arkansas River, and by the river thereafter.
- B. Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from 3 to 5 years of age and their families.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start, Migrant and Seasonal, and American Indian/Alaska Native Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

C. Sapulpa Public School District is located in Creek County.

IV. Authority

- A. Head Start's responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start agency is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

V. Guiding Principles

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"
- Develop successful linkages within the context of No Child Left Behind Act of 2001, the Head Start Act (2007), and Oklahoma legislation, policies, and procedures

- Plan and implement strategies based on practice and research that have proven to support children's school success
- Respect the uniqueness of each locality's needs and resources
- Promote the involvement of members of the early care and education communities
- Share commitment, cooperation, and collaboration for a coordinated service delivery system

VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

The *Sapulpa Public School District* and the *NACT* Head Start Agency will work together for the review, coordination, collaboration, alignment, and implementation of each of the following 10 activities, as mandated by the Act.

- A. Educational activities, curricular objectives, and instruction
 1. 642(f) Implement a research-based early childhood curriculum that – (E) is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, State early learning standards
 2. 642A(3) Establish ongoing communications between the Head Start agency and local educational agency for developing continuity of developmentally appropriate curricular objectives (which for the purpose of the Head Start program shall be aligned with the Head Start Child Outcomes Framework and, as appropriate, State early learning standards) and for shared expectations for children's learning and development as the children transition to school
- B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs
 1. 642(e)(1) Generate support and leverage the resources of the entire local community in order to improve school readiness
 2. 642A(2) Establish ongoing channels of communication between Head Start staff and their counterparts in the schools (including teachers, social workers, local educational agency liaisons designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), and health staff) to facilitate coordination of programs
- C. Selection priorities for eligible children to be served by programs

1. 642A (13) Develop and implement a system to increase program participation of underserved populations of eligible children
2. 642(f)(10) Develop procedures for identifying children who are limited English proficient, and informing the parents of such children about the instructional services used to help children make progress towards acquiring the knowledge and skills described in section 641A(a)(1)(B) and acquisition of the English language
3. 641A(E) Include information on the innovative and effective efforts of the Head Start agencies to collaborate with the entities providing early childhood and development services or programs in the community and any barriers to such collaboration that the agencies encounter
4. 641(H) the plan of such applicant to coordinate and collaborate with other public or private entities providing early childhood education and development programs and services for young children in the community involved, including—
 - (i) Programs implementing grant agreements under the Early Reading First and Even Start programs under subparts 2 and 3 of part B of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6371 et seq., 6381 et seq.)
 - (ii) Other preschool programs under title I of that Act (20 U.S.C. 6301 et seq.)
 - (iii) Programs under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.)
 - (iv) State pre-kindergarten programs
 - (v) Child care programs
 - (vi) The educational programs that the children in the Head Start program involved will enter at the age of compulsory school attendance
 - (vii) Local entities, such as a public or school library for—
 - (I) Conducting reading readiness programs
 - (II) Developing innovative programs to excite children about the world of books, including providing fresh books in the Head Start classroom
 - (III) Assisting in literacy training for Head Start teachers

(IV) Supporting parents and other caregivers in literacy efforts

D. Definition of service areas

1. The services will be provided for children in Tulsa County at 4935 South Union Tulsa, Oklahoma.

E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development

1. 642A (4) Organize and participate in joint training, including transition-related training for school staff and Head Start staff

F. Program technical assistance

1. 642 (10) Link the services provided in such Head Start program with educational services, including services relating to language, literacy, and numeracy, provided by such local educational agency
2. 648(i) (e)(3) Encourage States to supplement the T/TA funds with Federal, State, or local funds other than funds made available, to expand training and technical assistance activities beyond Head Start agencies to include other providers of other early childhood education and development programs within a State

G. Provision of services to meet the needs of working parents, as applicable

1. 642(e) Coordinate activities to make resources available for full working-day and full calendar year available to children
2. 642(e)(3) Coordinate activities and collaborate with programs under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858 et seq.)

H. Communication and parent outreach for smooth transitions to kindergarten

1. 642A (1) Develop and implement a systematic procedure for transferring, with parental consent, Head Start program records for each participating child to the school in which such child will enroll
2. 642 (5) Establish comprehensive transition policies and procedures that support children transitioning to school, including by engaging the local educational agency in the establishment of such policies

3. 642 (6) Conduct outreach to parents and elementary school (such as kindergarten) teachers to discuss the educational, developmental, and other needs of individual children

4. 642 (7) Help parents of limited English proficient children understand—

(A) The instructional and other services provided by the school in which such child will enroll after participation in Head Start; and

(B) As appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7012)

5. 642 (8) Develop and implement a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.), and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), taking into consideration the language needs of parents of limited English proficient children

6. 642 (9) Assist families, administrators, and teachers in enhancing educational and developmental continuity and continuity of parental involvement in activities between Head Start services and elementary school classes

7. 642 (11) Help parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success while teaching them strategies for maintaining parental involvement as their child moves from Head Start to elementary school

8. 642 (12) Help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the Head Start program

I. Provision and use of facilities, transportation, and other program elements

1. 642(e)(4) (A) Collaborate on the shared use of transportation and facilities, in appropriate cases

(B) Collaborate to reduce the duplication and enhance the efficiency of services while increasing the program

participation of underserved populations of eligible children

(C) Exchange information on the provision of non-educational services to such children

J. Other elements mutually agreed to by the parties

VII. Confidentiality

All acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460.)

VIII. Dispute Resolution

Parties will first attempt to resolve the dispute between or among themselves. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each agency.

IX. Review of Agreement

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

X. Term of Agreement

The agreement will become effective immediately after being signed and dated by all parties.

By signing the agreement each agency agrees to the terms.

The signed agreement will be binding on all successors of parties to the agreement.

XII. SIGNATURES

For the Sapulpa Public School District

Local Entity Representative

Date

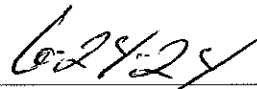
Superintendent of Schools (if applicable)

Date

For NACT Head Start Agency



Head Start Grantee Director



Date

Grantee Authorized Representative

Date

**SPECIAL SERVICES COOPERATIVE AGREEMENT BETWEEN
HEAD START AND THE LOCAL EDUCATION AGENCY
2024-2025**

This is a local agreement covering the period August 1, 2024 to May 31, 2025, between, Sapulpa Public Schools 511 East Lee Avenue Sapulpa, Oklahoma 74066, here in after referred to as the local education agency (LEA), and Native American Coalition of Tulsa Head Start Program, 1740 West 41st Street, Tulsa, Oklahoma, 74017, hereinafter referred to as NACT. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children residing in the Sapulpa Public School District ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation, and provide guidance for local cooperation and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act. .

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program and reside in the Sapulpa Public School District are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, cost of evaluation; materials, supplies, and/or contractual arrangements for services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide an evaluation, followed by a MEEGS and multidisciplinary group meeting to establish whether or not a child is eligible for special education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program who resides in the Sapulpa Public School District.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program who resides in the Sapulpa Public School District.

- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program in the Sapulpa Public School District. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program who resides in the Sapulpa Public School District.

II. **NACT HEAD START RESPONSIBILITIES:**

- A. NACT Head Start shall arrange for screening and assessment for all children enrolled in Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall assure parents are provided in writing their rights under these programs.
- B. NACT Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards, unless his or her IEP specifies otherwise.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary team, IEP development, and implementation of the portions of the IEP's identified for support by the Head Start Program, and the IEP review as appropriate.
- D. If a child does not meet the eligibility criteria established by OSDE/SES under the IDEA but meets one or more of the eligibility criteria in the Head Start Performance Standards 45 CFR 1308, then a Head Start managed IEP shall be developed for the child, with guidance and assistance from LEA Special Education personnel.
- E. When Head Start initiates and develops a Head Start managed IEP, Head Start must invite in writing the participation of a representative of the LEA. Head Start Program Performance Standards (45 CFR 1308) requirements for parent involvement and notification must also be followed for IEP meetings initiated by the Head Start Program. When the Head Start develops Head Start managed IEP's, family goals and objectives for the child must be addressed.
- F. NACT Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services/ resources.
- G. The NACT Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.

- H. NACT Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1 and November 15, annually.
- I. NACT Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate concerning services for children with disabilities.

III. COORDINATION OF COST SHARING:

The NACT Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. NACT Head Start and the LEA agree to the following cost-sharing services (see Attachment A for examples), (list only if applicable and agreed upon by both parties):

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by NACT Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained in writing by NACT Head Start and/or the LEA prior to referral for applicable or appropriate services.
- B. NACT Head Start or the LEA will obtain written parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: "Consent for Release of Confidential Information", and / or the applicable NACT Head Start Release of Information form.
- C. NACT Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with and to the LEA.
- D. When a disability is suspected and Head Start refers a child who resides in the Sapulpa Public School District for further evaluation by the LEA, the LEA will evaluate the child, after obtaining written parental consent, and include the NACT Head Start Disabilities Manager or designee in the child's MEEGS Meeting, and multidisciplinary meeting to determine if the child qualifies for LEA services and Individual Education Program (IEP) is to be written.

- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, evaluations, the multidisciplinary evaluation and eligibility group summary, and necessary special education records and documentation of services to the NACT Head Start Disabilities Manager or designee, in accordance with Head Start Performance Standards.
- F. All personally identifiable information collected, used, or maintained by NACT Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between NACT Head Start and the LEA Special Education Program, the following process is agreed upon:

- A. The LEA special education program and NACT Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar-day timeline for screening of all children enrolled in Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered and agreed upon: (Check one or more as appropriate)

- ☐ 1. Joint screening: - Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- ☐ 2. Shared staff: - Local implementation may incorporate coordination of shared staff (e.g., vision, health issues, developmental, etc. may be conducted by NACT Head Start under Head Start Program Performance Standards), and hearing, speech/language, etc. under the LEA Special Education program and IDEA.
- ☐ 3. Shared Information- Screening will be provided for referrals as determined by both entities. Consent for the release of information will be obtained at the time of screening.

VI. COORDINATION OF IEP REVIEW:

NACT Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start

staff or the LEA special education program staff may request a review meeting at any time. Procedural safeguards for notification will be followed.

Each party will be invited to participate in all Transition Meetings and help develop a plan for the upcoming school year.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and NACT Head Start program agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs for Parents, Head Start and/or LEA Staff.
5. Individual child needs and related parent or staff training.

VIII. RESOLUTION OF DISPUTE

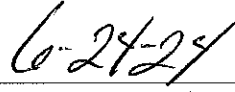
In the event of disputes between NACT Head Start and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA Special Education Director and the NACT Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the NACT Head Start Director and the LEA Special Education Director or the LEA Superintendent of Schools to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between NACT Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI Office, Dallas, Texas, or the American Indian/Alaska Native Programs Branch, Washington D.C. (if applicable).

Signatures:



NACT HEAD START DIRECTOR



Date

LEA AUTHORIZED REPRESENTATIVE

Date

INTERAGENCY AGREEMENT

2024-00049

June 1, 2024

Between

FAMILY & CHILDREN'S SERVICES, INC. doing business as

DAYBREAK @ FCS

And SAPULPA PUBLIC SCHOOLS

WHEREAS, Family & Children's Services, Inc. ("FCS") doing business as Daybreak @ FCS, a non-profit corporation incorporated in the state of Oklahoma, and Sapulpa Public Schools ("SPS") agree that Daybreak @ FCS will provide school-based counseling and mental health services as outlined in this agreement.

WHEREAS, SPS seeks greater access to quality counseling, therapy, and mental health services for parents, students, and teachers at the following schools:

Sapulpa Middle School
1304 East Cleveland
Sapulpa, OK 74066

Holmes Park Elementary School
1231 E. Dewey
Sapulpa, OK 74066

Freedom Elementary School
9171 Freedom Road
Sapulpa, OK 74066

WHEREAS, FCS desires to perform such Services on the terms and conditions set forth hereafter in this Interagency Agreement ("IA").

THEREFORE, in consideration of the Services described herein and of the mutual benefits and obligations set forth in this IA, FCS and SPS (individually the "Party" and collectively the "Parties" to this IA) agree as follows:

SECTION 1: Responsibilities & Performance of Services of FCS

1. Warrant that all Services provided under this IA shall be performed in a complete and skillful manner by trained, competent, and experienced personnel.
 - a. Ensure Services are provided consistent with evidence-based, client-centered models and practices.
 - b. Immediately notify SPS of any unscheduled disruption in schedule or availability.
2. Embed a minimum of one (1) full time licensed or license eligible therapist to provide individual and group therapy at each school.

3. Assess standardized initial screening and assessment for students needing services.
4. Assist teachers and the site administrator/counselor with deescalating crises.
5. Provide one (1) parenting class a month when requested.
6. Coordinate with school administration and the student's legal guardian to ensure coordination of higher levels of care, as needed.
7. Support district wide crisis response planning.
8. Facilitate district wide in-service behavioral health training as mutually agreed upon by the Parties.
9. Participate in partnership meetings to review performance, additional service needs, and other topics relevant to this IA.
 - a. Abide by SPS policies and procedures while on premises.

SECTION 2: Responsibilities of SPS

1. Ensure students and families are referred to behavioral health services when needed.
2. Contact FCS personnel when a student is experiencing a mental health or substance related crisis.
3. Provide and furnish a confidential location where students can receive crisis screening and assessment.
4. Provide and furnish a space to provide individual therapy, family therapy, and group services at the school.
5. Notify a student's legal guardian when a crisis screening is provided and the rationale for the necessity of the screening.
6. Coordinate with school FCS and the student's legal guardian to ensure coordination of higher levels of care, as needed.
7. Immediately notify FCS Services of any unscheduled disruption in schedule or availability.
8. Participate in partnership meetings with FCS to review performance, additional service needs, and other topics relevant to this IA.

SECTION 3: Performance of Services & Service Fees

1. The specific hours for FCS personnel to be onsite shall be during the school day.
2. Services shall be provided at the following locations: Sapulpa Middle School, Holmes Park Elementary School, and Freedom Elementary School.
3. The primary payor source for services provided by FCS is Medicaid.
4. If a student requires a level of care beyond the services available in the above identified program and the student's guardian consents, FCS may bill the student's legal guardian. FCS shall notify the guardian in advance that they may be billed at their own expense.
5. FCS shall not advise guardians to seek reimbursement from SPS for services authorized by the parent provided by FCS.

SECTION 4: Performance Period & General Conditions

1. This IA is effective June 1, 2024 and shall terminate May 31, 2025.
2. Any Party may terminate this IA for any reason with thirty (30) days written notice.
 - a. In the event a Party desires to terminate this IA, notice of said election to terminate shall be delivered, by email, to the signing parties at the email address provided in the signature block of this IA.
3. Upon termination of this IA, it shall be null, void, and of no further force and effect, and no Party shall have any further rights, duties, or obligations under this IA, and any, and all such relationships between the Parties shall cease and terminate except as otherwise expressly provided in this Agreement, the provisions of which shall remain in full force and effect between the Parties hereto after the termination of this IA, as provided below.

SECTION 5: Relationship of the Parties

1. In providing the Services under this IA it is expressly agreed that FCS is acting as an independent contractor and is not an employee.
2. FCS and SPS acknowledge that this IA does not create a partnership or joint venture between them and is exclusively a contract for Services.
3. Nothing expressed or implied under this IA is intended to preclude FCS from offering Services, by or through its employees, to any other persons, firms, or entities as FCS shall see fit, subject only to FCS's obligations to provide Services to SPS as required under this IA during the term hereof.
4. SPS is not required to pay or make any contributions to any social security, local, state, or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension, or any other employee benefit for FCS during the term of this IA.
5. FCS is responsible for paying and complying with reporting and federal taxes related to payments made to FCS under this IA.
6. FCS expressly acknowledges covenants and agrees that it will not be entitled to receive any of the benefits which employees of SPS are ordinarily accorded by reason of such employment, e.g., insurance coverage, retirement benefits, etc.

SECTION 6: Confidentiality & HIPAA Compliance

The Parties accept responsibility for ensuring compliance with applicable state and federal laws regarding confidential information that may come into its possession pursuant to this IA. The Parties further acknowledge and understand that the provision of mental health consultation and treatment services through the terms of this Agreement requires FCS access to and collection of protected health information ("PHI") as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). FCS, as a mental health provider, agrees that it will ensure compliance with these provisions and any other applicable laws, including but not limited to 42 CFR Part 2, at all times. SPS recognizes that it will not have access to certain mental health and substance use treatment information.

SECTION 7: Notices

Unless otherwise mutually agreed upon in writing by Parties, all notices, requests, demands, or other communications required or permitted by the terms of this IA shall be given in writing and delivered to the point of contact for the respective parties as follows:

Family & Children's Services, Inc.	
Name	Taylor Rowley
Title	Associate General Counsel
email	legal@fcsok.org
Phone	918-600-3806
Mailing Address	ATTN: Legal Department Family & Children's Services, Inc. 5310 E. 31 st St., Suite #800 Tulsa, OK 74135

Sapulpa Public Schools	
Name	
Title	
email	
Phone	
Mailing Address	

SECTION 8: Indemnification and Insurance

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, FCS and SPS agree to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occur in connection with this IA.

FCS agrees to maintain: (i) General Liability Insurance in the amount of not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) aggregate. Each party will be named as an additional insured of the other party on all policies as permitted under law for the term of the Agreement. Certificates of Insurance

will be provided to each party by the other within thirty (30) days after the execution of this Agreement and upon renewal.

SECTION 9: Amendment or Modification

Any amendment or modification of this IA or additional obligation assumed by a Party in connection with this IA shall only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

SECTION 10: Severability

If any provision of this IA shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this IA is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

SECTION 11: Survival of Provisions

The expiration or termination of this Agreement will not affect the rights or obligations of any Party with respect to CONFIDENTIALITY or INDEMINIFICATION.

SECTION 12: No Waiver

A Party to this Agreement may decide or fail to require full or timely performance of any obligation arising under this Agreement. The decision or failure of a Party hereto to require full or timely performance of any obligation arising under this Agreement whether on a single occasion or on multiple occasions shall not be deemed a waiver of any such obligation. No such decisions or failures shall give rise to any claim of estoppel, laches, course of dealing, amendment of this Agreement by course of dealing, or other defense of any nature to any obligation arising hereunder.

SECTION 13: Governing Law

All agreements within this IA 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.

The Parties agree that the stated consideration is sufficient, and the terms of this IA shall be binding on all Parties. All individuals undersigned are of sound mind, age of majority, possess the legal capacity to contract, and if signing on behalf of a corporation, partnership or entity, have the necessary authorization to enter into a binding contract.

We, the undersigned, have read and agree with this Interagency Agreement.

AGREED TO ON THIS _____ day of _____ 2024:

Larry Hoover,
Board President
District 2
Email: lhoover@sapulpaps.org

Adam Andreassen
Chief Executive Officer
Family & Children's Services, Inc.
Email: aandreassen@fcsok.org



Memorandum of Agreement

Youth Services of Creek County (YSCC) is entering into an agreement with Sapulpa Public Schools to provide individual and/or counseling and education on-site to Sapulpa Public School 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. This agreement commences on the date signed and shall remain in force until terminated by one or both parties.

Eun Brook Lawson 5-10-24

Executive Director

Date

Sapulpa Public Schools Representative Date

Sapulpa Public Schools

Contractual Agreement For Occupational Therapy Services

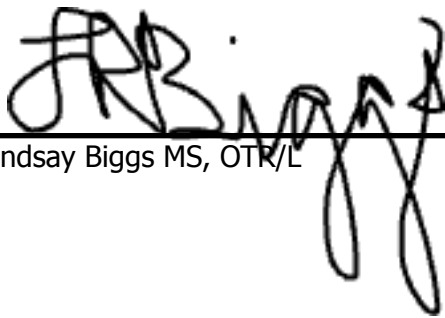
This agreement is between Sapulpa Public Schools (hereinafter referred to as school) and Lindsay Biggs MS, OTR/L (hereinafter referred to as therapist) wherein good and valuable consideration it is hereby agreed that the therapist being licensed by the Oklahoma Board of Examiners for Occupational Therapy (Registered Occupational Therapist) to provide occupational therapy services according to the following stipulated provisions:

1. Therapist agrees during the term of this agreement to be covered by adequate professional liability and malpractice insurance.
2. The school shall take all necessary steps to assure provision of and complete access by the therapist to all records, supplies, and equipment within the school necessary for the performance of services described herein.
3. Therapist agrees not to bill Medicaid individually for Occupational and Physical Therapy, but will provide the school with required documentation needed for them to bill.
4. Therapist agrees to retain as confidential all information relating to policies, procedures, and resources of the school provided. However, the therapist reserves the express right to act as a consultant to any other school or related instruction during the term of this agreement or subsequent thereto.
5. Therapist shall devote sufficient number of hours based on the needs of the school to carry out the above responsibilities. However therapist will be reimbursed for hours worked regardless of actual units billed to Medicaid.
6. In consideration of the services to be performed, the school agrees to pay the therapist the fees listed below. Billing will be made bi-monthly to the school. Payment is to be made within thirty (30) days of receipt of invoice for services rendered.
7. \$75 per hour to include diagnostics, formal evaluations, screenings, direct treatment, consultation, IEP meetings (when applicable), trainings, and/or monitoring. For every three (3) hours of direct services rendered, one (1) hour of documentation time (this time includes IEP paperwork, progress notes, therapy planning, scoring of formal evaluations, home programs, exercises, ect.) will be billed via the time log required by the school.
8. For any other services requested by school such as but not limited to classroom modifications and development of sensory rooms and strategies within school and classrooms, there will be a negotiated rate put into agreement between Lindsay Biggs and Sapulpa Public Schools.

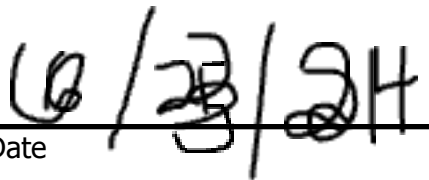
9. School will be charged .25 hrs for virtual no shows. OT will provide reminders prior to each virtual session.
10. If school is unable to be in session due to COVID-19, OT will provide virtual session when needed.
11. OT will provide the school with summer packets for each student that is actively on caseload.
12. School will be charged \$75 per hour during school start up. During this time OT will be developing schedules, review of IEP's, and introduction to new schools.
13. Sapulpa will reimburse either mileage or drive-time, whichever is agreed upon with both parties.

This contract will be in effect for the 2024-2025 school year. This agreement shall not be assignable by either party; however, this agreement may be modified or terminated by either party provided that the other party gives thirty (30) days written notice.

Signed:



Lindsay Biggs MS, OTR/L



Date

Board President, Sapulpa Public Schools

Date



AMERICAN HERITAGE BANK

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

May 16, 2024

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, 2024.

RE: #2021055957 152,182.21

Sincerely,

Nancy Blevins
VP Loan Operations & Servicing

Collins
Stadium
Video
Board



AMERICAN HERITAGE BANK

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

May 16, 2024

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

Subject: Agenda item for renewal of lease-purchase

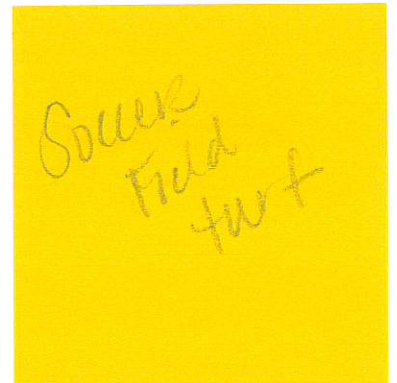
Oklahoma law now requires that a school district take affirmative action each year for a lease purchase to be renewed.

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, 2024.

RE: #2022023110 347,168.63

Sincerely,

Nancy Blevins
VP Loan Operations & Servicing





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

May 16, 2024

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

Subject: Agenda item for renewal of lease-purchase

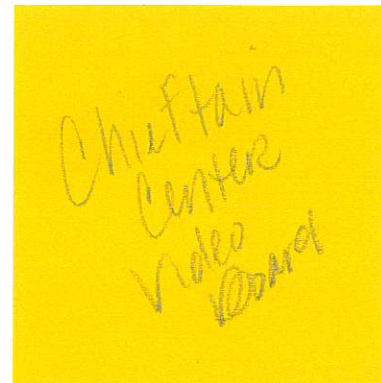
Oklahoma law now requires that a school district take affirmative action each year for a lease purchase to be renewed.

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, 2024.

RE: #2021055965 128,965.78

Sincerely,

Nancy Blevins
VP Loan Operations & Servicing



TRANSACTION CONFIRMATION
FOR IMMEDIATE DELIVERY

EXHIBIT A



Date: 7/17/2024

Transaction Confirmation #: 9

This Transaction Confirmation is subject to the Base Contract 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 unless otherwise specified in the Base Contract.

SELLER:

TIGER, INC.
P.O. BOX 702437
TULSA, OK 74170
Attn: Kellie Wendland
Phone: 888-875-6122
Fax: 918 491-6659
Email: Info@Tigernaturalgas.com
Transporter: Oklahoma Natural Gas-OK Gas Transmission

BUYER:

Sapulpa Public Schools
1304 E. Cleveland Ave.
Sapulpa, OK 74066
Attn: Kenda Terrones
Phone: (918) 224-3400
Fax:
Buyers Email: kkterrones@sapulpaps.org

Contract Price: \$4.3260 per Dth Plus all costs (Including but not limited to, transport, fuel and market index premium) to delivery point.

*Subject to Refresh

Delivery Period: Begin: August 1, 2024

End: July 31, 2025

Delivery Point(s): Oklahoma Natural Gas-OK Gas Transmission

(If a pooling point is used, list a specific geographic and pipeline location):

Special Conditions:

Volume: Monthly are based on historical usage and are listed in MMBtu's. The volumes will be allocated to the accounts listed on Exhibit B on a percentage basis based on the accounts actual usage for the delivery month.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3891	2507	1752	501	332	191	135	147	246	689	1335	2485

Over/Under Pricing: When buyer exceeds the monthly volumes specified above, any additional gas used will be priced at OGT Midpoint + \$ 0.60 per Dths. When buyer burns less than the monthly volumes specified above, any volumes below amount will be priced at OGT Midpoint - \$ -0.60 per Dths. Sellbacks cannot exceed the weighted average contract price charged in a delivery period.

Operation Flow Orders: During periods of OFO's, critical days or gas constraints, Buyer may be required to limit usage to the average daily base load volume, additional gas may be bought/sold at market price.

Cancellation & Renewal: Either Party may cancel this Transaction Confirmation with at least a 60-day written notice prior to "Delivery Period End." If notice is not given the Transaction Confirmation will renew automatically month to month and the default rate shall be I.F.-OGT (a.k.a. ONG) plus \$ 0.75 per MMBtu, Plus all costs (Including but not limited to, transport, fuel and market index premium) to delivery point.

Seller: TIGER, INC.

By: _____

Title: EVP

Date: _____

Buyer: Sapulpa Public Schools

By: _____

Title: _____

Date: _____

EXHIBIT B

Account Number	Site	Meter	Address	City	State	Zip
210141666 1133757 021	Sapulpa Public Schools	2044910	1304 E. Cleveland Ave.	Sapulpa	OK	74066
210147211 1138946 021	Sapulpa Public Schools	2044940	551 E. Lee Ave.,	Sapulpa	OK	74066
210150681 1142204 021	Sapulpa Public Schools	1647220	1 S. Mission	Sapulpa	OK	74066
211138583 1822083 021	Sapulpa Public Schools	2044920	631 N. Brown St.	Sapulpa	OK	74066
211139996 1823309 021	Sapulpa Public Schools	2044950	1101 E. Lincoln Ave.,	Sapulpa	OK	74066
212910866 2527193 021	Sapulpa Public Schools	2102520	110 S. Burnett	Sapulpa	OK	74066



June 28, 2024

Sapulpa High School
3 S. Mission
Sapulpa, OK 74066

Re: YurView Gametime High School Football Broadcast

Hello Mr. Rose,

For the 2024 season YurView plans a full complement of games on our local Channels. On November 8th YurView/Cox Channel 3 Tulsa/ Channel 3 Oklahoma City would like to televise LIVE your football game **Sand Springs High School at Sapulpa High School – Sapulpa.**

This letter agreement ("Letter Agreement") sets forth the understanding between YurView GameTime, Cox Communications Oklahoma, LLC, and **Sapulpa High School** (the "School") regarding the television promotion, production, broadcast, and distribution rights to the YurView GameTime High School Football Broadcast.

1. Grant of Rights; Distribution and Broadcast of Games.

- a) The School hereby grants to YurView the exclusive right to produce, distribute, and broadcast the Game and YurView accepts such right and obligations, as further detailed in the Letter Agreement.
- b) All parties agree that YurView will have the exclusive right to broadcast the Game **live Friday, November 8th and/or on a delayed basis Saturday November 9th and Tuesday, November 12th between Sand Springs High School and Sapulpa High School** and to distribute and sub-distribute worldwide (either directly or through a third party) the Games on any distribution technologies or platforms now existing or developed in the future, including without limitation, television, cablecast, video on demand and webcasting, and will have the exclusive right to format any of the Games for receipt, viewing and/or display on any device (including, without limitation, television, computer, wireless phone, personal, portable wireless device, iPod, mobile Apps or the like) for commercial or any other purposes, without further compensation to the School.
- c) YurView shall have the right to cablecast the Game live on YurView, or on a delayed basis at such time or times as designated by YurView. YurView may cablecast and otherwise distribute in accordance with the rights granted herein the Game as often as YurView determines in its sole discretion. In the event that YurView pre-empts or otherwise does not cablecast the Game, YurView shall have no liability to the School.

2. Production Expenses; Facilities; Production Fee.

- a) Subject to the terms hereof, YurView or its designated agent shall produce the Games described in the Letter Agreement and will be solely responsible for all reasonable production costs associated with the production of the Games. YurView or its designated agent shall furnish all necessary technical facilities and equipment and all lines, local loops, and connections for the production of the Games.
- b) YurView shall provide, at its sole cost and expense, all personnel reasonably required to produce the Game. YurView, in its sole discretion, shall control all editorial and production matters regarding the production of the Games.
- c) The School will provide to YurView reasonable physical access to such space and facilities at each Game as YurView may reasonably request in connection with the production, transmission, or telecast of the Games. Such YurView requests may include, but are not limited to, requests for adequate electric power, lighting, access, and space in and adjacent to the sites of the Games for equipment and personnel determined by YurView to be necessary or desirable in connection with production and coverage of the Games and matters incidental to the production of the Games such as advertising and promotion.
- d) The School will provide to YurView reasonable physical access to such space and facilities at each Game for YurView sponsors and/or advertisers as YurView may reasonably request. Such YurView requests may include, but are not limited to, requests for adequate electric power, lighting, access, and space in and adjacent to the sites of the Games for the equipment, personnel, and sponsorship materials that are necessary or desirable in connection with such advertising and promotion. Other promotional opportunities may be explored by Cox at the approval of the School and will be done directly with each school as the situation occurs.

3. Compensation

In consideration for the rights provided to YurView by the School as set forth herein and for the School's full, satisfactory and timely performance in accordance with this Agreement, YurView shall:

- a) Pay the School \$300 rights fee.
- b) YurView has the sole right to sell any and all advertising inventory within the Game and shall retain all revenues derived from such sales.

4. The School's Trademarks.

- a) The School hereby grants YurView the non-exclusive, non-transferable, and royalty-free right to use, for the sole, limited purpose of the promotion, production, distribution, and broadcast of each Game (including the Feature), the name, logos, symbol, and trademarks associated with the School. The School also hereby grants to YurView the right to use, for purposes of promoting, producing, distributing, and broadcasting each Game and the limited promotion of the Game of the (including the Feature), the likenesses and biographical material of the School's players, coaches, managers and other personnel. The School will use its best efforts to obtain approvals for YurView to use the names, likeness, or biographical material of any

- player of its opponent, and any of its coaches, managers and personnel. The School will use its best efforts to obtain approvals for YurView to use the trade names, logos, trademarks, and names of sponsors with banners, signs or any other form of advertising in or around the space or facilities at which the Game is played.
- b) The trademarks of the parties may not be used for any purpose, except as is specifically described in this Letter Agreement.

5. Changes in Game Time; Force Majeure.

The School may reasonably alter the time or date of each Game to accommodate scheduling changes that may arise due to weather or other conditions beyond its control, in which case the parties shall engage their best efforts to reschedule the Game for broadcast, production, and distribution, in accordance with the provisions otherwise stated herein. While YurView intends to cablecast the Game live, the cablecast may be delayed or interrupted due to emergencies or technical difficulties. Except with respect to delays or failures caused by the negligent act or omission of any party hereto, the parties shall not be liable for breach of this Letter Agreement if the parties are delayed in or unable to fulfill their obligations hereunder or the live telecast of the Game is prevented, delayed, or interrupted, in whole or in part, by causes beyond the reasonable control of such party. This provision does not apply to cablecast or other distribution times; YurView may cablecast and otherwise distribute (as permitted herein) the Game as often as YurView determines in its sole discretion or on a delayed basis at such time or times as designated by YurView in its sole discretion.

6. Representations, Warranties and Indemnification.

- a) Each of the parties warrants to the other parties that it has full right, power and authority to enter into and fully perform its covenants and obligations under this Letter Agreement and to grant the rights it grants hereunder; that this Letter Agreement is enforceable in accordance with its terms, except as such enforceability may be limited by bankruptcy or other laws relating to or affecting creditors' rights generally and by equitable principles.
- b) To the extent permitted by law, each party agrees to indemnify and hold the other party and its respective parent and related companies, if any, and all of their respective officers, directors, shareholders, employees, agents and assigns, from and against any and all claims, judgments, losses, damages, demands, payments, fines, expenses (including attorneys' fees and court costs), recoveries, legal proceedings, orders, and decrees of every nature and description (the "Claims") to the extent such Claims arise out of, are connected with, or are related to (a) the negligence, misconduct, actions or omissions of; or (b) a material breach of the terms of this Letter Agreement by the indemnifying party, its officers, employees, and agents, and are not otherwise caused by the wrongful or negligent acts of the indemnified party.
- c) This section shall survive the expiration or termination of this Letter Agreement.

7. Miscellaneous; Notices.

This is the entire agreement between the parties relating to this subject matter. This Letter Agreement supersedes all prior agreements and understandings between the parties relating to this subject matter, whether oral or written. This Letter Agreement shall be binding on and enforceable against the parties.

This Letter Agreement may not be modified or amended except by the mutual written agreement of the parties. No waiver of any provision of this Agreement shall be effective unless it is in writing and signed by the party against which it is sought to be enforced. The delay or failure by any party to exercise or enforce any of its rights under this Letter Agreement is not waiver of that party's right to later enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise of these rights or any other right.

In no event shall any party be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including, but not limited to, business interruption, lost business, lost profits, or lost savings) even if it has been advised of their possible existence.

Any notices required in relation to this Letter Agreement shall be in writing and shall be deemed delivered: (a) when delivered personally to the other party, (b) five (5) days following deposit of such notice into the United States mail (certified mail, return receipt requested, postage prepaid), or (c) upon delivery by overnight delivery services (with confirmation of delivery), addressed to such party at the address set forth below. A party may designate a different address by giving notice to the other parties in accordance with the Letter Agreement.

Please indicate your acceptance and approval to the terms of this Letter Agreement by signing and dating in the space indicated below. If you have questions, Chris Huwe can be reached at 785-215-6852 (office) or mobile 913-225-6066 or via e-mail Chris.Huwe@Cox.com.

YurView

School Representative

Sales Quote - This is Not An Invoice

Prepared By: Mithu Singh
Customer Name: Sapulpa Indep School District 33
Contract Term: 12 Months
Start Date: 16-JUL-2024
End Date: 15-JUL-2025
Billing Frequency: Annually

Customer Contact: Heather Browne
Title: Director of Communications
Address: 511 E. Lee
City: Sapulpa
State/Province: Oklahoma
Zip Code: 74066
Phone #: (918) 224-3400 ext. 1110

Product Description	Quantity	Unit	Extended Price
Initial Term 16-JUL-2024 - 15-JUL-2025			
License and Subscription Fees			
SchoolMessenger Communicate	3,673.00	Students	USD 6,941.97

License and Subscription Totals: **USD 6,941.97**

Quote Total

Initial Term	16-JUL-2024 - 15-JUL-2025
Amount To Be Invoiced	USD 6,941.97

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Mar2024/, as may be amended.

By either (i) executing this quote or (ii) accessing the services described herein, Customer agrees that the subscription for such services will continue for succeeding subscription periods on the same terms and conditions as set forth herein (subject to a standard annual price uplift) unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the current subscription period.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Sapulpa Indep School District 33

Signature:

Signature:

A handwritten signature in black ink, appearing to read "Eric Shander". The signature is written in a cursive, flowing style.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Job Title:

Date: 19-MAY-2024

Date:

PO Number: _____

Sales Quote - This is Not An Invoice

Prepared By: Mithu Singh
Customer Name: Sapulpa Indep School District 33
Contract Term: 12 Months
Start Date: 4-JUL-2024
End Date: 3-JUL-2025
Billing Frequency: Annually

Customer Contact: Heather Browne
Title: Director of Communications
Address: 511 E. Lee
City: Sapulpa
State/Province: Oklahoma
Zip Code: 74066
Phone #: (918) 224-3400 ext. 1110

Product Description	Quantity	Unit	Extended Price
Initial Term 4-JUL-2024 - 3-JUL-2025			
License and Subscription Fees			
SchoolMessenger Presence	1.00	Students	USD 8,683.17

License and Subscription Totals: **USD 8,683.17**

Quote Total

Initial Term	4-JUL-2024 - 3-JUL-2025
Amount To Be Invoiced	USD 8,683.17

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

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By either (i) executing this quote or (ii) accessing the services described herein, Customer agrees that the subscription for such services will continue for succeeding subscription periods on the same terms and conditions as set forth herein (subject to a standard annual price uplift) unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the current subscription period.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Sapulpa Indep School District 33

Signature:

Signature:

A handwritten signature in black ink, appearing to read "Eric Shander". The signature is written in a cursive, flowing style.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Job Title:

Date: 14-MAY-2024

Date:

PO Number: _____

Sales Quote - This is Not An Invoice

Prepared By: Mithu Singh
Customer Name: Sapulpa Indep School District 33
Contract Term: 12 Months
Start Date: 6-AUG-2024
End Date: 5-AUG-2025
Billing Frequency: Annually

Customer Contact: Heather Browne
Title: Director of Communications
Address: 511 E. Lee
City: Sapulpa
State/Province: Oklahoma
Zip Code: 74066
Phone #: (918) 224-3400 ext. 1110

Product Description		Quantity	Unit	Extended Price
Initial Term 6-AUG-2024 - 5-AUG-2025				
License and Subscription Fees				
SchoolMessenger CustomApp	R-CMA-Main-Cust	1.00	Students	USD 0.00

Quote Total

Initial Term	6-AUG-2024 - 5-AUG-2025
Amount To Be Invoiced	USD 0.00

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Mar2024/, as may be amended.

By either (i) executing this quote or (ii) accessing the services described herein, Customer agrees that the subscription for such services will continue for succeeding subscription periods on the same terms and conditions as set forth herein (subject to a standard annual price uplift) unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the current subscription period.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Sapulpa Indep School District 33

Signature:

Signature:

A handwritten signature in black ink, appearing to read "Eric Shander", is written over a faint, light gray rectangular background.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Job Title:

Date: 9-JUL-2024

Date:

PO Number: _____



Waypoint Lounge Events

Today's Date: 7 / 9 / 2024

Type of Event: Homecoming

Name: Vanessa Zimmerman

Email Address: vzimmerman@sapulpaps.org

Phone Number: _____

Date of Event: 9/28/2024

Start Time: _____

End Time: _____

Number of Guests: NA

Location: Full venue

Packages: 3

1. **Practice and Party Space** – Comfortably fits 10. Enjoy one of our private rooms with 6 computers and 1 console in each, or practice on one of our stages with 6 competition computers. Includes unlimited board game and computer game access. Includes one free boba per person. Minimum of 2 hours. **Cost - \$75 per hour, \$100 per hour for two-room rental**
2. **Partial Venue Rental** – Maximum 100 guests. Celebrate a birthday, graduation, or any event at Waypoint Lounge. Enjoy our 4 big game tables and 10 of our computers reserved for your party or go outside and enjoy our beer garden. Includes unlimited board game and computer game access. Food and drink are provided at an additional charge. Minimum 4 hours. **Cost - \$20 per person**
3. **Total Venue Rental** – This is the perfect option for any large party, tournament, or Wedding. Enjoy the entire property private for your event. Includes tables, chairs, Karaoke and unlimited games access. Minimum 4 hours. Must end no later than 12am. Food and drink provided at an additional charge. **Cost - \$25 per person Monday-Thursday, \$35 a person Friday-Sunday, or \$2500 M-Th, and \$3500 F-S.**

Catering Package

1. **The Full Team Package (\$16 per person)** - For hungrier folks or longer events, choose from one of three options:
 - 3 Appetizers + Dessert
 - 1 Entree + 2 Sides + 1 Dessert
 - 2 Entrees + 1 Side + 1 Dessert
2. **The Squad Package (\$14 per person)** - For those looking for some a regular-sized meal, choose from one of two options:
 - 2 Appetizers + Dessert
 - 1 Entree + 1 Sides + 1 Dessert

Catering Menu provided on the side

Amenities

- ❖ Free Wifi is included
- ❖ We are ADA compliant.
- ❖ High-Capacity Restrooms are available for your use
- ❖ Tables and Chairs – Seating for 100+
- ❖ Over 30 board games available for your use
- ❖ Over 100 video games available for your use
- ❖ One VR headset is available
- ❖ The Waypoint Lounge Team will be onsite during your entire event
- ❖ See our Waypoint Lounge Catering Options.

Policies

- ❖ Please respect the Waypoint Lounge and all the games and technology available for your use.
Many items in the Waypoint Lounge are very expensive and available for other's use. Please do not tear, rip, or ruin in any way any of the games or furniture at the Waypoint Lounge so others can enjoy using those games and furniture as well.
- ❖ No outside food or drink
- ❖ Décor is subject to Waypoint approval. All décor must be brought in and taken away within the outlined time of event. Candles and florals are allowed.
- ❖ The event start time and end time outlined in the contract must be adhered to.
- ❖ Early entry or late exit will be subject to additional fees.
- ❖ Waypoint Lounge is not responsible for any lost, stolen, or broken property of its guests or clients.
- ❖ Any items brought in must be removed by the end of your contract time.
- ❖ In the case of a cancellation, we hold the 25% non-refundable down payment and will return any other payments made.
- ❖ Final payment must be made within 3 days (72 hours) in advance of your event.
- ❖ All Waypoint Lounge events (other than Practice and Party Space) is not transferrable to any other date.
- ❖ The 25% non-refundable down payment is due at booking and is the only way to reserve your date for your event.

Contract

Package Option: 1 - or - 2 - or - **3** (Circle One)

Venue Rental: \$1600

Food Cost (from Intake Form): _____

Any Add Ons: _____

Subtotal Due: \$1600

Down Payment (25%): \$400

Total Due: \$1600

- ☐ By signing this agreement, the client agrees to the above terms and conditions. Waypoint Lounge has the right to cancel your contract in the event of a violation of the terms.

Signature of Client

Date

____/____/____

Signature of Waypoint Representative

Date

____/____/____

Credit Card Authorization

Type of Credit Card (Circle One): Visa Mastercard American Express Other: _____

Name on the Card: _____

Card Number: _____

Exp. Date: _____

CVC Number: _____

Zip Code: _____

**ELECTRIC SERVICE
WILL SERVE AGREEMENT
7720301**

THIS WILL SERVE AGREEMENT including all exhibits, schedules, addenda or any other attachment hereto ("Agreement") is made and entered into by and between the **OKLAHOMA GAS AND ELECTRIC COMPANY** (hereinafter called "Company") and **SAPULPA PUBLIC SCHOOLS**, (hereinafter called "Consumer"). Company and Consumer may each be referred to as "Party" and together the "Parties".

WHEREAS Consumer has requested electrical service from Company for use in connection with **PUBLIC SCHOOLS at 3 S MISSION AG, SAPULPA, OK 74066** ("Service Location").

WHEREAS Company has agreed to sell Consumer electricity at the Service Location, however, before Company can deliver the electricity requested at the Service Location, it will need to perform engineering, design, procurement and/or construction work ("Work").

WHEREAS, in consideration for the costs associated with the Work, Consumer is agreeing to purchase electrical service from Company pursuant to the terms and conditions of this Agreement.

Therefore, Parties agree as follows:

1. **Physical Address Required.** As a material inducement to entering into this Agreement, Consumer represents and warrants that Consumer already possess or will enter into a binding and enforceable lease or purchase agreement within thirty (30) days from the Effective Date for the Service Location with the address and location identified in this Agreement as a precondition to entering into this Agreement. Following a request from Company, if Consumer is unable to substantiate the existence of a lease or purchase for the Service Location this Agreement shall terminate unless Company, in its sole discretion, decides to extend this thirty (30) day deadline in writing.
2. **Requested Electrical Service.** The electric service to be delivered to Consumer under this Agreement is for a maximum demand requirement up to **160** kilowatts (kW) will be of a character commonly known as **480** volts, **3**-phases **4**-wire solidly grounded wye of approximately **60** hertz (with reasonable variation in voltage and frequency in either direction allowed) ("the Maximum Demand"). The service will be billed as Service Level **5**.
 - a. In determining ability and cost to serve the Service Location, the Company is relying upon this maximum amount of Maximum Demand.
 - b. Prior to an increase to Consumer's Maximum Demand, Consumer will make a written request to the Company. Company will review the request and may require additional information about the Consumer, further review and/or studies, additional contract documents, additional financial obligations and/or impose additional technical and operational requirements of Consumer. An increase to Maximum Demand is not guaranteed. Requests to increase the Maximum Demand require at least sixty (60) days to review. If Company agrees to increase Consumer's Maximum Demand, Parties will enter into additional contract documents to reflect the amended relationship.
 - i. Consumer shall be responsible for damage to any equipment caused by or related to an unauthorized increase in Maximum Demand or resulting from any misrepresentation of identity or facts for the purpose of obtaining service. If there is an increase in the amount of electricity being used at the Service Location beyond the Maximum Demand, Company may disconnect service. According to the Rules

on Electricity, OAC 165:35, disconnection will be taken to avoid an adverse effect of the unauthorized increase in Load on the service of other Company customers and to correct a condition that is posing a safety hazard to the equipment of Company. Reconnection of service following disconnection for an unauthorized increase in Maximum Demand may require the payment of a service fee pursuant to Company's Standard Terms and Conditions of Service. Furthermore, repeated unauthorized increases in Maximum Demand may lead to permanent disconnection of service.

- c. The obligations under this section shall survive the termination of this Agreement and shall continue for so long as Consumer has an active account associated with the Service Location.

3. **Description of Amount and Nature of Consumer's Load.** **SCHOOLS, 3PH/277/480/400AMPS**

- 4. **Billed Rates.** So long as Consumer is receiving electric service from Company, Consumer shall be billed in accordance with the Tariff and/or classification of service in effect at the time electrical service is delivered, and Consumer agrees to pay such amount billed. Should a change occur, Company shall, upon the effective date thereof, bill Consumer in accordance with the revised Tariff and/or classification of service.

5. **Technical and Operational Requirements.**

- a. Consumer agrees to satisfy any and all Technical and Operational Requirements (defined below) of the Company or from any applicable filed and approved Tariff (as defined by OAC 165:35-1-2), or Company's classifications of service including any modifications or new Tariffs/classifications of services.
 - ii. Operational Requirements are defined as essential capabilities, associated requirements, performance measurements, generational requirements (including the cost to add generation), and any process or series of actions required to affect desired results, requirements, or capabilities.
 - iii. Technical Requirements are defined as standards that a system or software must follow. This includes security, architectural and functionality requirements.
- b. Consumer shall be responsible for providing, owning, installing, and maintaining their electrical system, equipment, and process designed to operate and conform with all applicable standards and codes including, but not limited to, IEEE-519-2014, and any successor IEEE standards. In addition, The Consumer will operate its equipment to meet IEEE-1453-2012 guidelines as measured with an IEEE compliant flicker meter at the point of common coupling ("PCC").
- c. In consideration for Company's cost required to serve the Service Location, except as when used as a back-up source for electric services during an emergency or outage, Consumer shall not use or engage behind the meter generation for more than ten percent (10%) of the Service Location's energy needs for the duration of this Agreement.
- d. The obligations under this section shall survive the termination of this Agreement and shall continue for so long as Consumer has an active account associated with the Service Location.

- 6. **Conditions for Construction/Installation.** If Consumer fails to satisfy any conditions or requirements given to Consumer by Company for construction and/or installation of Company-owned equipment, Company reserves the right to immediately stop-work until such time as the deficiency is resolved. Consumer shall also be responsible for any damages or harm incurred by Company because of Consumer's failure to abide by any provided conditions or requirements. The obligations under this paragraph six (6) shall survive the termination of this Agreement and shall continue for so long as Consumer has an active account associated with the Service Location.

- 7. **Load Connection Study.** As part of the Work, the Southwest Power Pool ("SPP") may require a confirming load connection study to be completed to determine if any transmission system

upgrades are needed before official permission can be given to serve a future load that exceeds what has been included in the growth projections for the area of the Service Location. Projects are typically reviewed, and a decision made by the SPP, within approximately sixty (60) days for routine requests and up to one hundred and twenty (120) or more days for non-routine requests. Any associated upgrade costs resulting from the SPP connection study will be the Consumer's responsibility and may require parties to enter into additional contract documents and may require a contribution in aid of construction payment from Consumer.

8. **Rights of Way.** At any time during this Agreement, Company may be required to obtain rights of way for the Service Location or the facilities necessary to serve the Service Location. This Agreement and Company's ability to serve the Service Location is contingent upon Company being able to secure the necessary rights of way to the Service Location for its facilities at a cost which, in its sole judgment, is reasonable. In the event the cost of the right of way is, in Company's sole opinion, not acceptable, Consumer shall be required to pay any costs in excess of that amount which Company determines to be acceptable. If Consumer does not remit payment pursuant to this section within thirty (30) days of Company making such request, this Agreement will be eligible for termination upon written notice from Company.
9. **Additional Contract Documents.** The purpose of this Agreement is to allow Company to perform Work to provide electrical service to the Service Location ("Purpose"). Once the Purpose has been achieved, and before electrical service may be delivered to Consumer at the Service Location, Parties may be required to execute additional contract documents to reflect the terms and conditions of receiving electrical service. Unless otherwise agreed to by Company, Consumer's failure to execute any additional contracts within thirty (30) days of receipt will be deemed a termination of this Agreement.
10. **Load Reduction Program. Select as applicable.**

☐ Consumer is electing to participate in the Standard Pricing Schedule: LR: Load Reduction Rider.

☐ Consumer is electing to participate in Company's Direct Load Control Program available under the Standard Pricing Schedule: LR: Load Reduction Rider. **Eligibility requirements exist.

☒ Consumer is **not** participating in Load Reduction.

*Consumer may, in the future, participate pursuant to the terms and conditions of the Standard Pricing Schedule: LR: Load Reduction Rider or other applicable Tariff(s).

11. **Term & Termination.**

- a. Subject to Company's Terms and Conditions of Service and rules and regulations of any regulatory authority having jurisdiction, this Agreement shall remain in full force and effect for an initial term of **30** years from the effective date of this Agreement (the "Initial Term"). Following expiration of the Initial Term Consumer will continue to receive service under applicable Tariffs and those provisions of this Agreement that by their nature are intended to survive termination of this Agreement.
- b. If Consumer, at any time, is unable to proceed in a timely manner with the work or process necessary to establish electrical service at the Service Location, including, but not limited to the execution of any other contractual document required, Company reserves the right to cancel this Agreement following a thirty (30) day notice to cure. While Company's right to cancel may be executed at its sole discretion pursuant to this subsection, Company shall refrain from exercising its right herein so long as Consumer is utilizing commercially reasonable efforts.
- c. **Effect of Termination.**

- i. If this Agreement is terminated at any time for any reason or Consumer does not make an application for an account with Company within three months from the date Permanent Electric Service (defined below) has been made available by Company to the Service Location, Consumer will reimburse Company for all actual expenses associated with the Work required to serve Consumer's facility located at the Service Location described in this Agreement. These expenses include but are not limited to the engineering costs, costs of obtaining easements, material costs, material cancellation costs, and construction labor.
 - 1. Permanent Electric Service means Company has completed all design and construction of electrical facilities necessary to make available electric service to Consumer's point of interconnection.
 - ii. If Company elects to cancel this Agreement, Consumer will be responsible for any actual expense Company has incurred prior to the effective date of cancellation.
 - iii. Termination of the Agreement shall not affect Company's exclusive right to provide electrical service to Consumer at the Service Location for any future electrical service needs using its Tariffs.
 - iv. In addition to those obligations with express survival language, upon expiration or termination of the Agreement, the obligations which by their nature are intended to survive expiration or termination of the Agreement shall survive.
- 12. **Title & Ownership.** Company shall retain all right, title and interest to any items associated with the expansion of Company's electric system as contemplated in the Agreement including but not limited to materials, services, easements purchased, acquired or obtained by Company in connection with this Agreement. In addition, ownership, and control of all such items of expansion shall at all times remain with Company and Company shall have the right to use the same for the purpose of serving Company's other customers.
- 13. **Service Levels.**
 - a. Consumer will follow all Tariff requirements for the service level applicable to the Service Location however, for Service 1 and Service Level 2 the following additional requirements will apply.
 - i. Should Consumer elect **Service Level 1**, service from a Consumer-owned substation, the point of delivery under this Agreement shall be the point at which the electric facilities of Company will connect to the electric facilities of Consumer, typically at Consumer-owned dead end structure in Consumer's substation. Consumer is obligated to modify the substation in the future as Company's transmission continues to evolve. When deemed necessary by Company changes in Consumer's substation may be needed to conform to industry standards, transmission system characteristics, and Company practices, or to take advantage of technological advances which will maintain the reliability of the substation. The billing metering will be on the low side of Consumer-owned transformer. Consumer shall install Company-owned and provided potential and current transformers used for metering per Company specifications. Consumer shall also install raceway from the potential and current transformers to a Company-owned but Consumer installed meter base. Company will adjust for transformer losses when calculating the bill. Consumer shall provide reasonable access to the metering equipment for maintenance and testing.
 - ii. Should Consumer elect **Service Level 2**, service from an onsite substation, Company will be responsible for the design and construction of any facilities needed and Consumer will reimburse for any and all costs that exceed the allowable expenditure. The location of the pad will be on Consumer's property at a mutually agreeable location. Consumer shall grant, at no cost to Company easements for:

(i) the new substation to be constructed; (ii) the transmission and distribution infrastructure; and (iii) ingress and egress access to the substation and transmission and distribution infrastructure. All such easements shall be in a form that is acceptable to and approved by Company and such easements shall include, as a material term, the right of Company to extend the rights granted to Company under the easements to third parties for purposes including, but not limited to, allowing such third parties to access the substation for their electric service needs or area load growth needs. Consumer will identify any environmental permitting exemptions, authorizations, and/or existing permits that apply to current or anticipated construction and operations. These may include, but are not limited to, areas such as, stormwater discharges, spill control and countermeasure plans, waste management, temporary generators, air emissions, or endangered species. The acquisition of such permits or authorizations, as well as the development of related control and implementation plans, will be identified and coordinated between the Parties in a timely manner so as not to impact a project plan that is mutually agreeable to the Parties.

- b. For a Service Location outside of the Company's certified territory, Consumer is responsible for installing a connected load of 1,000 kW or greater for initial full operation. If, after service is initiated and it is determined that the actual connected load for initial full operation is under 1,000 kW, Consumer will be required to obtain service from the incumbent retail electric service provider and will reimburse Company for all actual expenses associated with the construction and design of the electrical system required to serve Consumer's facility located at the Service Location described in this Agreement.

14. Governing Law and Authority.

- a. To protect the reliability and resiliency of its electrical system, Company reserves its right to limit service or disconnect service in the event that Consumer breaches this Agreement.
- b. This Agreement shall be governed and construed in accordance with the laws of the State of Oklahoma excepting its laws regarding conflicts of law. Any suit, claim or legal proceeding arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located in Oklahoma County, Oklahoma. The Parties hereby agree to the exclusive jurisdiction of and venue in such courts and the Parties expressly and irrevocably waive any objections to such exclusive jurisdiction and venue. In the event of any dispute relating to this Agreement, the Parties agree that they shall first attempt to resolve the dispute via informal negotiations before initiating any legal proceeding. THE PARTIES EXPRESSLY, KNOWINGLY AND VOLUNTARILY WAIVE THEIR RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY LEGAL PROCEEDING ARISING FROM OR RELATING TO THIS AGREEMENT.
- c. Nothing contained herein shall be construed as affecting in any way the right of Company to unilaterally make application to the Corporation Commission of Oklahoma and/or the Arkansas Public Service Commission or to any other regulatory agency having jurisdiction, as applicable, for a change in rates, charges, classification, service, Term and Conditions of Service or any rule, regulation or contract relating thereto, during the term of this Agreement, Company shall, upon the effective date of any order or rule resulting from such application, bill Consumer on the basis of such change and Consumer agrees to pay such amount billed reflecting such change.
- d. Parties agree to abide by all applicable provisions and respective amendments of Federal and State laws, rules and regulations, ordinances, judicial decisions, and executive orders, in performance of this Agreement.

- 15. Notice.** All notices or communications relating to this Agreement shall be in writing and sent to the addresses identified by the Parties below via internationally recognized delivery service or

certified United States mail with delivery confirmation for all such methods. Either Party may change its notice address by providing written notice of such change to the other Party.

16. **Miscellaneous.**

- a. The person signing this Agreement on behalf of a Party represents and warrants that that he or she is a duly authorized representative of that Party and that he or she has express authority to sign this Agreement on behalf of that Party.
- b. In no event shall Company be liable for any special, exemplary, indirect or consequential losses or damages, including loss of use, lost production, cost of capital, loss of goodwill, lost revenues or loss of contracts, even if Company has been advised of the possibility of such damages.
- c. All information provided related to the construction or modification of Company facilities shall be for informational purposes only and shall not be binding upon Company. The Parties have caused this Agreement to be signed by their duly authorized officers. This Agreement may be executed in counterparts each of which so executed shall be deemed an original and constitute one and the same agreement.
- d. Consumer shall remain subject to Company's Tariffs and Terms and Conditions of Service, however, this Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all prior or contemporaneous oral or written agreements, conditions, or representations. Should a conflict arise between this Agreement and any Tariff, or Terms and Conditions of Service it will be resolved in favor of this Agreement. This Agreement is deemed to include all schedules and exhibits attached, which are made a part of this Agreement by this reference.
- e. Unless specifically defined herein, capitalized terms shall have the meanings assigned to them under the applicable Tariff or Company's Standard Terms and Conditions of Service and in the event of a conflict or inconsistency with any defined terms the applicable Tariff and/or Company's Standard Terms and Conditions of Service will apply.
- f. The rights and obligations of the Consumer under this Agreement may not be sold, assigned, or otherwise transferred without written approval from the Company.

[SIGNATURE PAGE TO FOLLOW]

This Agreement shall not be binding or effective nor shall it constitute or be deemed to evidence a contract, agreement, arrangement or understanding between the Parties unless and until this Agreement has been executed by the Company.

CONSUMER

OKLAHOMA GAS AND ELECTRIC COMPANY

By: _____
Signature (Authorized Representative)

By: _____
Signature (Authorized Representative)

Date: _____

Date: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

OG&E Internal Use Only:

Account Exec _____ All, Exp. _____ CTS _____ Service Level _____



SAPULPA PUBLIC SCHOOLS

CHILD NUTRITION

Hayley Holmes, Director • hholmes@sapulaps.org

July 2, 2024

Paid Meal Price Increase Recommendation

The USDA Paid Lunch Equity requirement is a policy aimed at ensuring that the revenue generated from paid student lunches in schools participating in the National School Lunch Program is sufficient to cover the cost of providing those meals. The goal is to ensure that federal funds intended for free and reduced-price meals are not used to subsidize the cost of paid meals. The USDA provides guidance on the minimum average price that should be charged, while also providing exemptions for School Food Authorities (SFA) maintaining a positive fund balance.

Sapulpa Public Schools paid meal rates have remained unchanged for more than 4 years, while food costs and overhead have continued to rise. In an effort to maintain financial sustainability and comply with USDA regulations, I recommend a \$.25 increase to all paid meal prices for School Year 2024-2025.

Meal/Site	Current Price	SY25 Price
Breakfast - All Grades	\$1.75	\$2.00
Elementary Lunch	\$2.50	\$2.75
Middle School Lunch	\$2.75	\$3.00
Jr/Sr High Lunch	\$3.00	\$3.25
Adults	\$4.75	\$5.00

Regards,

Hayley Holmes

FUNDRAISERS 2024-25 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
SHS	Girls Basketball	11/6/2024	Sponsorship Signage	Team Needs for the season
SJH and SHS	FFA	1/22/2025	Meat Sales (Spring)	Activities, contests, supplies and equipment
SJH	FCCLA	9/9/2024	Deanan's Popcorn	Club Dues
SJH	FCCLA	12/4/2024	Christmas Grams	State Convention
SJH	FCCLA	2/10/2025	Valentine Grams	State Convention
SJH	FCCLA	3/3/2025	Candybars	State Convention
SJH	Leadership/Stuco	9/13/2024	Movie on the Football Field/Concessions-TBA	Funds will go back to Students/Teachers/Food/Supplies/Events
SJH	Leadership/Stuco	10/28/2024	Coffee/Cocoa Fundraiser	Funds will go back to Students/Teacher for food, supplies, and events
SJH	Student Council/Stuco	2/6/2025	Valentine Dance-(inclement weather will use Feb. 13)	Funds will go back to Students/Teachers for food, supplies, and events
SJH	Leadership/Stuco	2/10/2025	Candy Grams	Funds used for Students/Teachers for food/supplies/events
High school	Boys basketball	11/1/2024	Cane's raffle	Program needs and wants
High school	Boys basketball	12/1/2024	Game day events, i.e. chuck a duck	Program needs and wants
High school	Boys basketball	9/1/2024	Community kickoff hot dog sales and minute to win it games	Program needs and wants
High school	Boys basketball	9/1/2024	Yard sign sales	Program needs and wants
High school	Boys basketball	10/1/2024	Concession sales	Program needs and wants
Sapulpa High School	Ping Pong	9/1/2024	Fall and Spring Mini Clinic	We will use the funds for State and National competition travel expenses, any new equipment/uniforms, travel and food for out of town games, etc.

FUNDRAISERS 2024-25 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
JHE	JHE	9/26/2024	Color Run	Student Incentives, field trips, classroom supplies
JHE	JHE	3/27/2025	Read-A-Thon	Student Incentives, field trips, classroom supplies
JHE	JHE	10/1/2024	Kid's Kreation	Student Incentives, field trips, classroom supplies
JHE	JHE	2/1/2025	World's Finest Chocolate	Student Incentives, field trips, classroom supplies
JHE	JHE	3/1/2025	Family Bingo Night	Teacher Needs
JHE	JHE	5/1/2025	End of the Year Glow Dance	Teacher Needs
HS	Culinary	8/28/2024	Light up bracelets for homecoming with a 10 min early to lunch on that friday	club operations
Liberty	Liberty STEM Club	7/27/2024	Car Wash/Bake Sale	STEM Club and STEM trip needs
Liberty	Liberty STEM Club	7/31/2024	Fill the Calendar	STEM Club and STEM trip needs
Liberty	Liberty STEM Club	8/6/2024	Restaurant Nights	STEM club and STEM trip needs
Liberty	Liberty STEM Club	10/10/2024	Bingo Night	STEM Club and STEM trip needs
Liberty	Liberty STEM Club	1/10/2025	Daddy Daughter Dance	STEM Club and STEM trip needs
Liberty	Liberty STEM Club	11/8/2024	Rainbow Dash/Glow Run	STEM Club and STEM trip needs
Liberty	Liberty STEM Club	9/20/2024	50/50 Raffle	STEM Club and STEM trip needs
Liberty	Liberty STEM Club	8/24/2024	Garage Sale	STEM Club and STEM Trip needs
Liberty Elementary	Art	8/15/2024	Square 1 Art	In the art classroom, for supplies

FUNDRAISERS 2024-25 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Admin Office	Chieftain Care Departme	7/18/2024	Chieftain Care Donations	To assist students in need, both homeless and other students in the district
Liberty	Liberty	9/2/2024	School Store daily	Student activities
Liberty	Liberty	4/1/2025	Candy Shop	5th Grade Graduation Funds
Liberty	Liberty	10/1/2024	Boo Grams	Student Activities
Liberty	Liberty	10/30/2024	FallCarnival	Student Activities
Liberty	Liberty	11/4/2024	Turkey Grams	Student Activities
Liberty	Liberty	8/30/2024	Freckles Fridays	Student Activities
Liberty	Liberty	12/2/2024	Santa Grams	Student Activity
Liberty	Liberty	1/1/2025	Hot Chocolate	Student Activity
Liberty	Liberty	2/3/2025	Valentine Packages and Grams	Student activities
Liberty	Liberty	4/1/2025	Spring Carnival	Student Activity
Liberty	Liberty	4/1/2025	Bunny Grams	Student Activity
Liberty	Liberty	5/1/2025	School Dance	Student Activity
Liberty	Liberty	3/3/2025	Popsicles at recess	Student Activity
Liberty	Liberty	8/29/2024	School Run	Student Activity
Liberty	Liberty	9/4/2024	Popcorn	Student Activity
Liberty	Liberty	12/11/2024	Movie Night	Student Activity
Liberty	Liberty	9/24/2024	Chalk the Walk	Student Activity
Liberty	Liberty	2/4/2025	Donation letter	Student activity
Liberty	Liberty	10/1/2024	Coin War	student activities
Liberty	Liberty	5/21/2025	Slime or Dunk a Teacher	Student Activities
Liberty	Liberty	4/8/2025	Family Paint Night	Student Activity
Liberty	Liberty	8/28/2024	Restaurant Nights (proceeds to us)	Student Activity

FUNDRAISERS 2024-25 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
High School	Senior Class	8/24/2024	Radar Speed Pitch at Community Kickoff	Expenses through out the year
High School	Student Council	8/24/2024	Cotton Candy, popcorn and/or sno cones at Community Kickoff	HoCo Dance Decorations
High School	StuCo	9/1/2024	Home Coming Tshirts	Expenses through out the year
High School	Senior Class	8/15/2024	Senior Class Tshirts	Expenses through out the year
athletics	Cross Country	8/1/2024	Booster Club Banner sales	The booster club uses funds from this fundraiser for the season banquet, team meals
Sapulpa Football Field	Varsity Cheer	8/24/2024	Community Pep Rally - selling	to help provide meals for cheerleaders for away games
athletics	Cross Country	8/24/2024	Community Kickoff Cross Country fundraiser	Funds will be used by the booster club for supplemental program needs/wants
SHS	Sapulpa Baseball	8/1/2024	Fall Flower Sale, Sapulpa Rt 66 Blowout (9/14/24), Golf Tournament (10/26/24)	For the general needs of the baseball program
High School	Ping Pings	9/1/2024	Pass the Boot	The funds will be used to purchase uniforms needed, travel expenses to state and national competitions, travel and food expenses to out of town games, and any other expenses that occur during the school year.
High School	Ping Pings	10/1/2024	Hot Dog sales at Atwoods	The funds will be used to purchase uniforms needed, travel expenses to state and national competitions, travel and food expenses to out of town games, and any other expenses that occur during the school year.
High School	Ping Pings	8/17/2024	Pampered Chef	The funds will be used to purchase uniforms needed, travel expenses to state and national competitions, travel and food expenses to out of town games, and any other expenses that occur during the school year.
High School	Ping Pings	10/1/2024	Easy Freezy (Crock Pot Dinner) Sales	The funds will be used to purchase uniforms needed, travel expenses to state and national competitions, travel and food expenses to out of town games, and any other expenses that occur during the school year.



To: Mr. Rob Armstrong
Sapulpa Public Schools
511 East Lee
Sapulpa, OK 74066

From: Jordan Knutson
Project Manager, Nabholz Construction Corporation

Ref: Guaranteed Maximum Price Amendment #1 for SPS Capital Improvements Recommendation Letter

July 11, 2024

Dear Mr. Armstrong,

It is our recommendation that a GMP Amendment to our construction management Agreement be approved in the amount of **One hundred and twenty-nine thousand, six hundred and twenty-eight dollars** (\$ 129,628.00). This amount includes funds for all preparatory work required prior to projects that are part of the bond program can start. fees. A cost breakdown sheet (Exhibit B) is included.

Thank You,

Jordan Knutson

Jordan Knutson
Project Manager

Attachments
Cc: GMP Amendment #1 Documents

AIA® Document A133® – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the 11 day of July in the year 2024, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 20 day of September in the year 2023 (the "Agreement")

(In words, indicate day, month, and year.)

for the following **PROJECT:**

(Name and address or location)

Sapulpa High School
3 South Mission Street, Sapulpa, OK 74066

THE OWNER:

(Name, legal status, and address)

Sapulpa Public Schools ISD 19-033
511 East Lee Avenue, Sapulpa, OK 74066

THE CONSTRUCTION MANAGER:

(Name, legal status, and address)

Nabholz Construction Corporation
10319 East 54th Street
Tulsa, OK 74146

TABLE OF ARTICLES

- A.1 GUARANTEED MAXIMUM PRICE**
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed one hundred and twenty-nine thousand, six hundred and twenty-eight (\$ 129,628.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

AIA Document A133 – 2019 Exhibit A. Copyright © 1991, 2003, 2009, and 2019. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 09:57:32 ET on 07/11/2024 under Order No.2114446684 which expires on 09/23/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(1985632066)

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

(Provide itemized statement below or reference an attachment.)

Refer to Exhibit B Financial Breakdown

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.

(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ A.1.1.6 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☒ The date of execution of this Amendment.

☐ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

☐ Not later than () calendar days from the date of commencement of the Work.

[X] By the following date: 12/31/2024

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
AIA Document A133-2019		9/20/2023	26

§ A.3.1.2 The following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

NA

Section	Title	Date	Pages

§ A.3.1.3 The following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

NA

Number	Title	Date

§ A.3.1.4 The Sustainability Plan, if any:
(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:
(Identify each allowance.)

Item	Price
Allowance #1 – Prep Work	\$100,000

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

Refer to Exhibit C

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

See Exhibits B and C for additional information

ARTICLE A.4 CONSTRUCTION MANAGER’S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:
(List name, discipline, address, and other information.)

TBD

This Amendment to the Agreement entered into as of the day and year first written above.

OWNER (Signature)

Rob Armstrong, Superintendent of Schools
Larry Hoover, Board of Education President
(Printed name and title)

CONSTRUCTION MANAGER (Signature)

Justin Woolverton EVP of Operations
(Printed name and title)

Additions and Deletions Report for AIA® Document A133® – 2019 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 09:57:32 ET on 07/11/2024.

PAGE 1

This Amendment dated the 11 day of July in the year 2024, is incorporated into the accompanying AIA Document A133™-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 20 day of September in the year 2023 (the "Agreement")

...

Sapulpa High School
3 South Mission Street, Sapulpa, OK 74066

...

Sapulpa Public Schools ISD 19-033
511 East Lee Avenue, Sapulpa, OK 74066

...

Nabholz Construction Corporation
10319 East 54th Street
Tulsa, OK 74146

...

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed one hundred and twenty-nine thousand, six hundred and twenty-eight (\$ 129,628.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

PAGE 2

Refer to Exhibit B Financial Breakdown

...

[X] The date of execution of this Amendment.

PAGE 3

[X] By the following date: 12/31/2024

...

AIA Document A133-2019

9/20/2023

26

...

NA

...

NA

...

Allowance #1 – Prep Work \$100,000
PAGE 4

Refer to Exhibit C

...

See Exhibits B and C for additional information

...

TBD

...

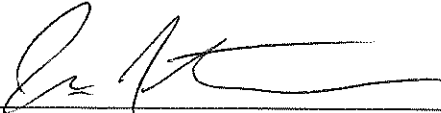
Rob Armstrong, Superintendent of Schools
Larry Hoover, Board of Education President

Justin Woolverton EVP of Operations

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Michael Feamster, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 09:57:32 ET on 07/11/2024 under Order No. 2114446684 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than those additions and deletions shown in the associated Additions and Deletions Report.


(Signed)

Project Manager
(Title)

07/11/2024
(Dated)

Exhibit B - Financial Breakdown

Project name	Sapupa School
Estimator	Danny Duncan
Project	GMP #1 Prep Work

PROJECT CONFIDENTIAL

Property of Nabholz Construction Corporation Not for Duplication or Distribution

This document includes data that is deemed trade secret or proprietary to Nabholz and prepared in conjunction with the Project. This document is shared with the Project team solely for use on this Project consistent with the responsibilities of the Project team. The Recipients shall not duplicate, use, or disclose, in whole or in part, to any person, entity, or party outside the Project team without Nabholz' prior written authorization.



PROJECT NAME Sapupa School
PROJECT LOCATION ,
REVIEW DATE
ARCHITECT
ESTIMATED DURATION Mnth
BUILDING SIZE SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Name	Other	Total
				Amount			Amount	Amount
01.00	Sapulpa School							
01-0000		General Conditions & Requirements						
----	General Conditions and General Requirements	1.00	LS				25,000	25,000
	01-0000 General Conditions & Requirements							
							25,000	25,000
01-1000		Construction Allowances						
----	Allowance - Prep Work	1.00	LS	100,000.000 /LS	100,000		-	100,000
	01-1000 Construction Allowances				100,000			100,000
	01.00 Sapulpa School				100,000		25,000	125,000



PROJECT NAME Sapupa School
PROJECT LOCATION ,
REVIEW DATE
ARCHITECT
ESTIMATED DURATION Mnth
BUILDING SIZE SF

Estimate Totals

Description	Amount	Totals	Rate	Cost per Unit
Labor				
Material				
Equipment				
Subcontract	100,000			
Other	25,000			
Cost of Work	125,000	125,000		
Building Permit				
Permits and Fees		125,000		
General Liability	1,231		9.500 \$ /	1,000
Builder's Risk	156		12.000 \$ /	1
Insurance	1,387	126,387		
Subcontractor Surety				
Performance Payment Bond				
Bonds		126,387		
Contingency				
Contingency		126,387		
Preconstruction Services Fee				
Project Fee	3,241		2.500 %	
Contractors Fee	3,241	129,628		
Total		129,628		

PROJECT CONFIDENTIAL

Property of Nabholz Construction Corporation Not for Duplication or Distribution

This document includes data that is deemed trade secret or proprietary to Nabholz and prepared in conjunction with the Project. This document is shared with the Project team solely for use on this Project consistent with the responsibilities of the Project team. The Recipients shall not duplicate, use, or disclose, in whole or in part, to any person, entity, or party outside the Project team without Nabholz' prior written authorization.

EXHIBIT C

Contract & Scope Clarifications

1. This GMP includes an allowance for prep work required throughout the Sapulpa High School campus, and associated General Conditions & Requirements, insurances, and fees.
2. This GMP Amendment will be incorporated into the project titled "Sapulpa High School" in the 5/13/2024 design development pricing set. Any unused funds will be reallocated within that project and as agreed upon.
3. The anticipated scope of work includes temporary partitions and exits, modifications to existing utilities, miscellaneous selective demolition, and any other work required and/or requested.
4. This GMP Amendment does not include funds for relocating the transformer and chiller near the 700/800 Hall.
5. Relocation of existing low voltage systems, including fire alarm, is excluded and are assumed to be by owner.
6. All scopes of work that are anticipated to be funded by this GMP Amendment are assumed to fall under the threshold that requires Performance & Payment bonds and associated funds are not included. If any Performance & Payment bonds are required, funds will have to be allocated accordingly.
7. Sales tax is excluded.
8. Permit fees have been excluded.
9. Third party testing costs have been excluded.
10. Asbestos reports and associated costs have been excluded and are assumed to be by owner.
11. The Substantial Completion date listed in section 2.3.1 will be adjusted in forthcoming GMP Amendment(s).
12. City, State, Special Testing, and Inspections, as well as all Design or Soft costs are excluded. These may include, but not be limited to the following: Architectural, Engineering, Civil, and other design consultant's fees and design, Geotechnical Investigation, Special Testing and Inspections, Asbestos Remediation, Furniture, Fixtures, Equipment, Technology, Owner's Insurance, Errors and Omissions Insurance, or Offsite Utility costs.
13. Nabholz shall locate all existing utilities but shall not be responsible for any unforeseen conditions. Any utility relocations required due to existing conditions shall be considered unforeseen conditions.



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 17, 2024 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 2024-25 school year.

Program	Designee
IDEA 613, 615, 616, 618, 619, 621, 641	Katherine Stufflebeam, Amy Powers, Carol Matthews
Federal Programs 511, 515, 518, 541, 552, 596, 571, 572, 797	Donia Doudican, Bridget Shibley, Amy Riff, Stephanie Kiesau, Kristin White, Carol Matthews
Title VI 561, 563, 564	Kayla Bendle (Chupco)
Child Nutrition	Hayley Holmes, Ashli Garland
E-Rate	James Lawrence
All Programs	Kenda Terrones

Rob Armstrong, Superintendent

Date

Board President

Date

SAPULPA HIGH SCHOOL

STUDENT POLICY HANDBOOK 2024-2025



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

HIGH SCHOOL PRINCIPAL

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sshibley@sapulpaps.org

ASSISTANT PRINCIPALS

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WELCOME TO SAPULPA HIGH SCHOOL

This handbook is issued so that parents and students may become familiar with policies and regulations of Sapulpa 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 here, please, see school board policy [HERE](#).

SAPULPA HIGH SCHOOL MISSION STATEMENT

**THE MISSION OF SAPULPA HIGH SCHOOL
IS TO CHALLENGE EACH STUDENT,
PROMOTE PERSONAL GROWTH,
AND PREPARE STUDENTS FOR 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. Ask for help when you need it.
5. Behave appropriately – any behavior that disrupts the educational process is inappropriate.

Students have a responsibility to behave appropriately outside the classroom, before school, during lunch, between classes, after school, and at school-sponsored events.

**SCHOOL COLORS
ROYAL BLUE AND WHITE**

SCHOOL EMBLEM

CHIEFTAIN HEAD

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.)

IMPORTANT PHONE NUMBERS

Superintendent	224-3400
Principal	224-6560
Virtual Learning Lab	216-1500
Counselors	224-6560
Attendance Office and Assistant Principals	224-0770
Athletic Director	224-6826
Bartlett Academy	224-7958
Indian Education	224-9322
Cafeteria	227-0448
Nurse's Office	227-5796
Service Center	224-7089
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 other** options that students may take:

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

Please, contact your school counselor if you are interested in any of these options.

ASBESTOS NOTICE

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 courtesy, cooperation, and consideration. 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. This includes both home and away events. 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.)

CELLULAR AND OTHER ELECTRONIC DEVICES

Students may use their cell phone at lunch or in the classroom/hallway when given permission by a teacher or administrator. If students are using a cell phone without permission, students may receive disciplinary consequences. If a student needs to contact parents, they may ask permission to use the phones in the attendance office. Headphones or earbuds are not permitted in hallways.

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 any action or attempted action that may result in creating an unfair academic advantage for oneself or others or an unfair academic advantage or disadvantage. 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 and Applicants~~ 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 **by administration** for conduct and attendance.

Student officers must abide by these rules and regulations

- A. **Maintain** a cumulative 2.50 grade point average or better.
- B. Maintain good conduct and attendance.
- C. Elected officers are required to maintain regular attendance at meetings.
- D. 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.
- E. 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.

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

COMMUNICATION WITH STAKEHOLDERS

- Important information will be posted in the PowerSchool bulletin.
- Video announcements will be posted by Chieftain Media.
- The Chieftain Chat newsletter will be emailed and posted on social media.
- Email and phone messages are sent to parents, students, and guardians.
- Postings are made on social media and the school website.

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 1 travel hour. 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 Withdrawal Procedure for Concurrent Courses

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 withdrawal 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. an SHS course (within the first 9 days of the semester)
3. an online course through SHS to be determined based on the date of withdrawal

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.

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 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.

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. Dances may require academic eligibility. High School students will be allowed to bring one guest to specified dances. Those guests must be at least a sophomore in high school and under 20 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 only accept school-authorized delivery of goods from outside vendors. Examples of unauthorized deliveries include food deliveries, flowers, balloons, and cards.

DISCIPLINE

Detention

Detention is a correctional measure used for minor infractions. It may be assigned before school, during lunch, or after school. Students are to report to the appropriate supervisor at the specified time with class work to be studied.

Alternative Discipline Center (non-appealable)

Alternative Discipline Center (ADC) is another correctional measure used for more severe infractions or repetitive minor infractions. Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of ADC a student serves based on the

severity of the offense. Students are to report to the appropriate supervisor at the specified time with class work to be studied.

Out of School Suspension (appealable)

Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year. Short-term suspensions can be appealed through the building principal and long-term suspensions can be appealed through the superintendent. Please refer to school board policy 540.1 for more information.

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.

EARLY GRADUATION

Students who are interested in graduating before their senior year need to talk to their counselor to see if they meet the requirements. **Students graduating a year early will still be considered juniors the entire school year.** Students graduating before the completion of their 7th high school semester are not eligible for valedictorian, salutatorian, graduating with honors, and graduating with a 4.0 recognition. Early graduates may be restricted from participation in some senior activities. If a student completes all of the high school graduation requirements in the summer after their junior year, they will be allowed to walk at the following spring graduation.

SCHOOL EMAIL

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. School email is not private communication. The District and system administrators have access to email and network accounts.

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, security, 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 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, security concern, 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/secure 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.

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, and dress shoes. School policy regarding dress and personal grooming applies.

The following attire is prohibited: ~~Denim clothing. blue jeans, Casual or athletic shoes that are not in good repair or dirty, and~~ 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.~~ Native American students wishing to wear tribal regalia need to contact the Indian Education office.

GRADUATION RECOGNITION

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 school-recognized clubs will be permitted to wear appropriate collars, stoles, or cords to recognize their membership in corresponding organizations.
- C. Collars, stoles, or cords 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 passed 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), athletics honors, 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.

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 engage in them.

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.

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 tutors, 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.

INTERNSHIP

The Sapulpa High Internship Program was developed to give students an authentic learning experience in the business world. Contact your school counselor to get more information.

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 the student will have the combination. Students are strongly encouraged not to give combinations to other students or share their 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 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.

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 (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 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 **must apply through their school counselor**. Applications will be reviewed by the Virtual Coordinator and acceptance is not guaranteed.

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.

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 the 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.

PARTICIPATION STATEMENT - HIGH SCHOOL ACTIVITIES

All students who wish to participate in activities at Sapulpa High School are welcome. 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, if necessary, the school principal, 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 for 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 **and disciplinary** 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. Guests must be under the age of 20 to attend the prom. ~~Students who have missed more than 14 days in the school year as of the Friday before prom week will not be eligible to attend prom. However, an appeal may be granted by the administrative team for extenuating circumstances. Documentation may be required.~~ All students must be academically eligible per OSSAA guidelines. There are no refunds for students who do not meet all requirements.

Dress Code Requirements For Prom Dresses/Homecoming/Winter Court

- A. The skirt or dress shall not be 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 will be allowed. “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, facial piercings, hair color, 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 insists 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 displays 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.
- M. All participants in Homecoming must have missed fewer than 8 charged absences during the first semester.
- N. All participants in Mid-Winter Court must have missed fewer than ~~15~~ 8 charged absences during the ~~school year~~ second semester.
- O. An appeal for attendance may be granted by the administrative team for extenuating circumstances. Documentation may be required.

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, emailing, and faxing, please, include all necessary information.

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.

RESTROOMS

Students are required to use the restroom or locker room according to the sex listed on their birth certificate. If a student does not wish to comply with this directive, the school will provide a single-occupancy restroom or changing room. Disciplinary action may be taken for noncompliance. For more information, please see Oklahoma SB 615.

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 next school year ~~Fall semester~~ can be requested during the previous 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.

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 appropriately 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 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). Failure to comply may result in discipline measures.

Student ID badges may be required at school-sponsored events.

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 \$2.

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, 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, stolen property, any items that are prohibited by school policy (tobacco products, vapes/dab pens etc.), or other contraband. Refusal to allow a search ~~will be considered an admission of guilt for the suspected offense~~ could result in a long-term suspension. 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 to whom it was checked out. 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. School Chromebooks are not private devices. The District and system administrators have access to email and network accounts.

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.~~

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. Valedictorian status will be 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 single-test 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 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, concurrent enrollment, and career-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. Valedictorians who wish to speak at commencement will submit their speech.
- C. The speaker will be determined by a committee consisting of High School staff and administration.
- D. 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 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 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.

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	G. Myers	To promote the vocal arts through music
BPA	Wiebe	To promote future business leaders
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
eSports	Hailey McElyea	To promote teamwork and competitiveness through video games
FCA	Galip Hendrickson	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
GSA	Lloyd	Everyone is welcome to this safe space of discussion and friendship
NASA	Chupco	To promote and encourage cultural awareness
JROTC	Col. Shannon	To promote teamwork, leadership, and patriotism
Key Club	Lusk	To promote civic participation in schools
NAACP	Harris	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
Student Council	Zimmerman	To promote school wide student participation
Thespian Society	Braswell	To promote the arts through drama
Yearbook	~~Rhodes~~ Lloyd	To promote and document a positive school culture
CLASS SPONSORS		
Senior Class	Zimmerman	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 Garriger~~ Magen Coldiron
Girls & Boys Cross Country	Debbie Williams
Girls Volleyball	Corey Harp
Girls Basketball	Darlean Calip
Boys Basketball	Jordan Nagel
Wrestling	~~Kyle Blevins~~
Boys & Girls Golf	Andy Tuttle
Boys & Girls Tennis	Karma Ludlow
Boys & Girls Track	Jeremy Lusk

Baseball	Steve Irvine
Girls Soccer	Lori Arundell
Boys Soccer	Adelolapo Sobowale
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 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 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 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. Hazing (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. 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/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)(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 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 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, training 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 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)(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 the 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 available	☐ Obtained copy of police report if
☐ Written witness/bystander statements your	☐ Written summary of investigation with
<i>both victim and/or alleged offender</i>	conclusion
☐ Written statement of alleged offender investigation to	☐ Interview and/or notification of
☐ Written statement of school nurse if applicable	parents/guardians
☐ Review of any medical information	☐ Intervention Plans –
☐ Collected and examined any physical evidence if available	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, 7-15-20,7-10-2023,8-14-23)(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 students in school every day so that we can provide the instruction they need to be successful. 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.)
2. Site based Incentives

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 each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to 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.

Students who miss more than 7 days (not to include activity absences) of school per semester will not receive credit.

We also understand that extenuating circumstances may result in the student missing more than 7 days per semester. 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:

The student and parent should request a hearing with the school administrator in charge of attendance.

1. A committee will be formed to determine if an exception to the minimum attendance requirement should be made.
2. Documentation may be required for the hearing.

C. ABSENCE CATEGORIES

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. 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 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. . 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.

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. 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.) 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. A student who is 15 minutes or more late to class will be classified as being absent.

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 third absence by phone.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester by phone or letter.
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.

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 District sponsored extra-curricular organization which participates 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, 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.

564.1 Student Search and Seizure (8-14-23)

The superintendent or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have

been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that
 - A. A violation of the law or school rules has occurred or is occurring; B. The student to be searched has committed the violation; and C. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - A. The student's age, history, and record in school;
 - B. The prevalence and seriousness of the suspected violation;
 - C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
 - D. The need to make a search without delay and further investigation;
 - E. The specificity and source of the information used as justification for the search; and
 - F. The particular teacher or school official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained by the superintendent including the date, time, place, names of witnesses, purpose, basis, and result of the search.

Reference: OKLA. STAT. tit. 70, § 24-102

564. LOCKER SEARCH AND SEIZURE (Approved 2-7-94)(Revised 8-14-23)

- 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. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing, or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

- C. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Reference: OKLA. STAT. tit. 70. Section 24-102

BARTLETT ACADEMY

Student Handbook

2024-2025



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.
Jennifer Hudgins	Principal	jhudgins@sapulpaps.org	918-224-7958	2354
~~Debbie McMunn~~	Building Secretary	~~dmemunn@sapulpaps.org~~		2350
Rhonda Thompson	Counselor/ Electives	rthompson@sapulpaps.org		2362
Christy Anderson	Therapeutic Counselor	cscott@sapulpaps.org christy.scott@creoks.org		2355
Ashley Green	Math Teacher	agreen@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		2356
Kari Kearney	Special Education	kkearney@sapulpaps.org	918-224-6560 Ext. 2779	2364
OTHER IMPORTANT NUMBERS				
Robert Armstrong	Superintendent	rarmstrong@sapulpaps.org	918-224-3400	
Johnny Bilby	Assistant Superintendent	jbilby@sapulpaps.org		
Stephen Shibley	Director of Transportation	sashibley@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	
Denzil Stamper	Junior High Principal	dstamper@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 has an atmosphere based on kindness, mutual respect, trust, and accountability. Bartlett Academy utilizes many tools to help our students find their own path to success. We offer 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.

OUR VISION AND MISSION

We are here to educate and support students through a “whole person” approach to education. 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.

BARTLETT STUDENT CREED

I am a **DRAGON**.

I act with **DETERMINATION** in pursuit of my goals. I **RESPECT** myself, others, and my school. And I take **RESPONSIBILITY** for my actions, both past and present. I walk through life always seeking a Positive **ATTITUDE**. I show **GRATITUDE** to those who are here to help me succeed and seek out opportunities to **NURTURE** success in school and beyond.

I am a Bartlett Academy Dragon!

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	Frequent Moves
Emotional/School Adjustment	Lack of Motivation	Juvenile Justice Involvement
Difficulty Paying Attention	Fighting w/Peers	Anger Management Issues
Defiance of Authority	Substance Abuse Issues	Homeless
Grief/Loss Issues	Pregnant/Parenting Teen	Bullying/Harassment
Depression	Social Anxiety	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 their Counselor. Applications are to be turned into a Sapulpa Jr./Sr. High School Administrator or Counselor.
- 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 Administrator and a staff member 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. If a student decides they no longer want to attend or decline their acceptance into the program, they forfeit their spot in the

program. If the student decides they would like to try Bartlett at a later date, the application process will start over.

- Students will sign a contract upon entrance to the program 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 or referred out to another program. If this happens, the student may reapply to Bartlett Academy.

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 and the Sapulpa Public School District is as follows:

1. Withdrawal form shall be obtained in the Main 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 must reapply. Students who are allowed to re-enter may be placed on a Last Chance Contract and will be monitored very closely. If the Last Chance Contract is violated, the student will be referred to another program such as Virtual School or a GED Preparation Program.

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.)

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
PERIOD 1	8:20 - 9:15	55
PERIOD 2	9:19 - 10:14	55
ADVISORY	10:18 - 11:03	45
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.
- Meals are ordered through a Google Form that students can access from their Advisory class on Schoology. 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 [CHILD NUTRITION](#) 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 parents/legal guardians will receive periodic updates on their academic progress.

CORE CURRICULUM GRADUATION REQUIREMENTS

Credits Required	Subject/Course Name
4	English
3	Science (Biology I + 2 other)
3	Math (Algebra I + 2 other)
3	Social Studies
1	Fine Arts
1	Computer Technology
8	Electives
23	Total Credits

COLLEGE PREPARATORY/OKLAHOMA PROMISE REQUIREMENTS

Credits Required	Subject/Course Name
4	English
3	Science (Biology I + 2 other)
3	Math (Algebra I + 2 other advanced mathematics courses)
3	Social Studies
1	Additional Core Coursework
1	Fine Arts
2	Foreign Language or Computer Technology
6	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.

9th Grade

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 **Contracted Nurse, Lori Garden**. Training sessions take place at least once per semester.

ICAP (Individual Career Academic Plan) - Annually, students will complete a Career Assessment, write and monitor progress towards an academic goal or career goal, and track academic progress. Additionally, students will complete a Job Shadowing, Service or Work-based Learning experience. Students will only be required to complete this once during their high school career. Progress towards the ICAP graduation requirement will be completed during the student's advisory class through an online program, OKCollegeStart.

FAFSA (Free Application for Federal Student Aid) - According to Title 70 O.S § 1210.508-6, beginning with the 2024-25 School Year, in order to graduate, students shall complete and submit a FAFSA.

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: <u>English Electives:</u> Creative Writing, Film as Literature, Sci-Fi/Dystopian Literature, Digital Production Media, Short Stories <u>Math Electives:</u> Math of Finance (this course can also be a math credit). <u>Science Electives:</u> Environmental Science, Zoology, Anatomy, Physiology <u>Social Studies Electives:</u> Current Events, Geography <u>Required Electives:</u> Art I & II, Computer Applications I & II, Personal Financial Literacy (These electives are required for graduation) <u>General Electives:</u> Life Skills, Marriage and Family Life, ROTC (with Lt. Col.'s approval), Athletics (with Coach's approval), Academic Achievement, Study Skills, additional electives available via online course offerings, elective courses available at the high school during 1st or 7th period (with the approval of Bartlett and Sapulpa High School Administration).				

CAREER TECH

- Students who have 10 credits and are 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 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:
Chupco

Director of Indian Education Services: Kayla
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.*

STUDENT RECORDS/LETTERS?NOTICES/TRANSCRIPTS REQUEST

To request records (Testing, Social Security Letter, Tribal Enrollment Letter/Notifications, etc), you must contact the main office at 918-224-7958 or bring in all documentation necessary to fulfill the request. A 48-hour notice is required for all records requests.

To request transcripts, go to the district website and complete the [transcript request form](#).

ATTENDANCE

[540.2*STUDENT ATTENDANCE \(Revised 4-12-2010\)\(Negotiated 8-19-13,8-24-17, 7-15-20, 7-10-2023, 8-14-23\)\(see procedure page\)](#)

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 students in school every day so that we can provide the instruction they need to be successful. 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.)
2. Site based Incentives

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 each day of your child's absence. NOTES FROM HOME WILL NOT BE ACCEPTED. Parents are encouraged to 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.

Students who miss more than 7 days (not to include activity absences) of school per semester will not receive credit.

We also understand that extenuating circumstances may result in the student missing more than 7 days per semester. 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:

The student and parent should request a hearing with the school administrator in charge of attendance.

1. A committee will be formed to determine if an exception to the minimum attendance requirement should be made.
2. Documentation may be required for the hearing.

C. ABSENCE CATEGORIES

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. 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. . 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.

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. 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.) 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. A student who is 15 minutes or more late to class will be classified as being absent.

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 third absence by phone.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester by phone or letter.
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.

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 see District Policy [931 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 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.

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 Referral Form. This is a digital form which the teacher can use to identify poor behavior such as not working in class, leaving class without permission, cussing, etc. The date and time of the detention will be determined by the student and the teacher. Options for detention include: AM DETENTION (Tue-Fri 7:30-8:00 AM), PM DETENTION (Mon-Fri 2:40-3:10 PM), 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.

RESTROOMS

Students are required to use the restroom or locker room according to the sex listed on their birth certificate. If a student does not wish to comply with this directive, the school will provide a single-occupancy restroom or changing room. Disciplinary action may be taken for noncompliance. For more information, please see Oklahoma SB 615.

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. If you have not completed enough work, to the satisfaction of the teacher, the teacher may assign detention.

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 7:30-8:00 AM), PM DETENTION (Mon-Fri 2:40-3:10 PM), and with principal approval, LUNCH DETENTION (held during Encore time).

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*

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 “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. Students need to ensure that their locker is locked and that the combination is not shared with other students.

564. LOCKER SEARCH AND SEIZURE (Approved 2-7-94)(Revised 8-14-23)

- 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 combination 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. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing, or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.
- C. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Reference: OKLA. STAT. tit. 70. Section 24-102

STUDENT SEARCH AND SEIZURE

564.1 Student Search and Seizure (8-14-23)

The superintendent or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that
 - a. A violation of the law or school rules has occurred or is occurring;
 - b. The student to be searched has committed the violation; and
 - c. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - a. The student's age, history, and record in school;
 - b. The prevalence and seriousness of the suspected violation;
 - c. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
 - d. The need to make a search without delay and further investigation;
 - e. The specificity and source of the information used as justification for the search; and
 - f. The particular teacher or school official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained by the superintendent including the date, time, place, names of witnesses, purpose, basis, and result of the search.

Reference: OKLA. STAT. tit. 70, § 24-102

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 parents/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 Campuses (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 the District Pupil Personnel Policy [544.2 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.

For more information on Bus Rules and Regulations, see the District Pupil Personnel Policy [540.1.7 STUDENT BULLYING POLICY](#)

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.

For more information on School Transportation, see [Transportation](#).

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.

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 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 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

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 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 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.

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 the District Pupil Personnel Policy [540.1.7 STUDENT BULLYING POLICY](#)

HARASSMENT POLICY

For more information on the district Harassment policy, see District Personnel Policy [488 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.

Out-of-School Suspension – Suspension 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 the 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 disciplinary policies, see District Pupil Personnel Policy [540.1.4 & 540.1.5 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.

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, may also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

For more information about the district suspension policy, see the Pupil Personnel Policy [540.1 STUDENT SUSPENSION POLICY](#)

Helpful Links

[CHILD NUTRITION](#)

[TRANSPORTATION](#)

[TRANSCRIPT REQUEST](#)

[931 INTERNET ACCEPTABLE USE POLICY](#)

[540.1.7 STUDENT BULLYING POLICY](#)

[488 HARASSMENT POLICY](#)

[540.1.4 & 540.1.5 WEAPONS POLICY](#)

[540.1 STUDENT SUSPENSION POLICY](#)

[544.2 MEDICATION POLICY](#)

[566. SCHOOL WELLNESS POLICY](#)

SAPULPA JUNIOR HIGH SCHOOL

STUDENT POLICY HANDBOOK **2023-2024 - 2025**



7 South Mission
Sapulpa, OK 74066
918-224-6710

Junior High Principal- Denzil Stamper
Junior High Assistant Principal- **Jeremy Lusk**
Junior High Assistant Principal- Lisa Neff

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.~~

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 Schools

- 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 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 environment 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.

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 HEAD

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.)

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.***

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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

DAILY OPERATIONS

SCHOOL DAY

The building will be open for students by ~~7:30 a.m. Tuesday-Friday~~, and 8:00 a.m. ~~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, and the building should be completely cleared by 3:15 p.m. ~~PM~~. No students are to be in the building after 3:15 p.m. ~~PM~~ 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 101, 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 you need to update your phone number, please contact the attendance office. To change your address, please bring proof of residence (utility bill, lease, etc.) to the main office.

SJH 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.

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 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.

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 work missed, 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). Students tardy to class will be assigned detention. Excessive tardies will be referred to an assistant principal.

SJH Tardy Procedures

First-Hour Tardies

Parents must call before 8:00 a.m. to excuse a tardy. No tardies will be excused if the call is made after school starts. Students must sign in at the front attendance office when arriving and must sign out before leaving.

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.~~

Announcements will be made via SJH newsletters, email, and PowerSchool bulletins. Please check your email regularly to ensure you do not miss important information.

MESSAGES FOR STUDENTS

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

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).

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.

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 may 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.)

CELLULAR AND OTHER ELECTRONIC DEVICES

Students may use their cell phone at lunch or in the classroom/hallway when given permission by a teacher or administrator. If students are using a cell phone without permission, students may receive disciplinary consequences. If a student needs to contact parents, they may ask permission to use the phones in the attendance office.

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 transferring into Sapulpa with three 9th grade honors courses and finishing 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 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.

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 **or have lost their credits due to attendance** 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. **Detentions will be given as deemed necessary for discipline, tardies, and temporary student IDs.**

DISCIPLINE

Alternative Discipline Center (non-appealable)

Alternative Discipline Center (ADC) is another correctional measure used for more severe infractions or repetitive minor infractions. Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of ADC a student serves based on the severity of the offense. Students are to report to the appropriate supervisor at the specified time with class work to be studied.

Out of School Suspension (appealable)

Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or

including one calendar year. Short-term suspensions can be appealed through the building principal and long-term suspensions can be appealed through the superintendent. Please refer to school board policy 540.1 for more information.

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. If students are using a cell phone/electronic device without permission, students may receive disciplinary consequences for an act of defiance. 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.

EARLY GRADUATION

Students who are interested in graduating before their senior year need to talk to their counselor to see if they meet the requirements. **Students graduating a year early will still be considered juniors the entire school year.** Students graduating before the completion of their 7th high school semester are not eligible for valedictorian, salutatorian, graduating with honors, and graduating with a 4.0 recognition. Early graduates may be restricted from participation in some senior activities. If a student completes all of the high school graduation requirements in the summer after their junior year, they will be allowed to walk at the following spring graduation.

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 **(Graduation Requirement)**

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

FASFA (ADDITIONAL GRADUATION REQUIREMENT INFORMATION) .

**COLLEGE Preparatory/Work Ready GRADUATION REQUIREMENTS
SUBJECT: Graduation requirements BE IT ENACTED BY THE PEOPLE OF THE
STATE OF OKLAHOMA: SECTION 1. NEW LAW**

A new section of law to be codified in the Oklahoma Statutes as Section 1210.508-6 of Title 70, unless there is created a duplication in numbering, reads as follows: A. Except as provided for in subsection B of this section, beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA). B. A student shall not be required to comply with the provisions of subsection A of this section if: ENR. S. B. NO. 93 Page 2 1. The student's parent or legal guardian submits a signed form authorizing the student to opt out of the requirement of subsection A of this section; 2. A student age eighteen (18) or older submits a signed form authorizing him or her to opt out of the requirement of subsection A of this section; or 3. A school counselor authorizes a student to opt out of the requirement of subsection A of this section. C. The State Department of Education shall develop and publish: 1. Materials for students, parents, and legal guardians explaining the requirements to complete the FAFSA, the benefits to completing the FAFSA, and the opt-out provisions described in subsection B of this section; and 2. An opt-out form to be used by school districts, charter schools, and virtual charter schools for the purposes outlined in subsection B of this section. D. The superintendent of each school district in this state shall designate a school employee to collect information regarding student compliance with subsection A or B of this section. The collection and storage of the information shall comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). E. The State Board of Education shall promulgate rules to implement the provisions of this section, which shall address the method by which a student is to provide proof to a school district, public charter school, or virtual charter school that the student

has completed and submitted the FAFSA as required by subsection A of this section. SECTION 2. This act shall become effective July 1, 2023. SECTION 3. It being immediately necessary for the preservation of the public peace, health, or safety, an emergency is hereby declared to exist, by reason whereof this act shall take effect and be in full force from and after its passage and approval

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.

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.

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. Once the school day begins, students are no longer allowed to leave campus until school has concluded unless granted permission from the school and parent.

Sapulpa Schools take 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.

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.

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, 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 next school year~~ can be requested during the previous 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.~~ Any changes made after the designated times can only be approved by administration for extenuating circumstances.

~~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 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.

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). **Failure to comply may result in discipline measures.**

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 **with a lanyard** at a cost of \$5. Replacement lanyards can be purchased for **\$5 2**.

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, their bags, their car, and/or their locker will be subject to a search when there is reasonable suspicion to believe 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, 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. could result in a long term suspension.~~ 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. 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.

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 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 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.

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 ~~musical~~ ~~visual~~ arts
Business Professionals of America	Kathy Greer	To promote and encourage school business in school
Builder's Club	LeeAnn Johnson	To promote service leadership
~~Chess Club~~	~~Hector Garcia~~	~~To build skills playing chess~~
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~~ Rosemary Hill	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
Fiber Arts Club	Marika Haefner	Encourage creativity using a variety of fiber materials
~~Fishing Club~~	~~Kyle Blevins~~	~~To promote outdoor recreational activity~~
~~JROTC~~	~~Col. William Shannon~~	~~To promote teamwork, leadership, and patriotism~~
National Junior Honor Society	Kelsey Girty	To encourage and promote academic excellence
Ping-Ping	Molly Heritage	To promote the visual arts through dance
Robotics	Derek Waits & James Lloyd	To explore innovative technology in a competitive environment
Project 7	Marika Haefner	To study and discuss the Bible
~~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
Table Top Games	Julie Leaton	To facilitate student bonding with competitive team games
Yearbook	Maggie Surber	To produce and distribute a school yearbook

Athletics

JH SPORTS	HEAD COACH
8th Football	~~Austen Hendrickson~~ Gianni Harris
9th Football	~~Joshua Calvert~~ TBA
Fastpitch/Slowpitch Softball	~~Sarah Carriger~~ Magen Coldiron
JH Fastpitch Softball	Bianca Blevins
Girls & Boys Cross Country	Debra Williams
JH Cross Country	Jeremy Lusk
Girls Volleyball	Corey Harp

Girls Basketball	Darlean Calip
8th Girls Basketball	Lila Heard
9th Girls Basketball	Darlene Calip
Boys Basketball	~~Ricky Bruner~~ Jordan Nagel
8th Boys Basketball	Larry Heath
9th Boys Basketball	Josh Stephens
HS Wrestling	~~Kyle Blevins~~ Cody Fuller
JH Wrestling	~~Kyle Blevins~~ Josh Hicks
HS Boys & Girls Golf	Joseph Tuttle
JH Boys & Girls Golf	Nicola Cooper
Boys & Girls Tennis	Karma Sanders
HS Boys & Girls Track	Jeremy Lusk
JH Boys & Girls Track	~~Jeremy Lusk~~ Andrew Thomas
HS Baseball	Steven Irvine
JH Baseball	~~Steven Irvine~~ TBA
Girls Soccer	Lori Arundell
~~JH Girls Soccer~~	Spencer Braswell
Boys Soccer	~~Kenny Kinzer~~ Adedolapo Sobowale
~~JH Boys Soccer~~	TBA
Cheerleading	Lindsey Hurst
JH Cheer	~~Abby Davis~~ Astanzia Rolin

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 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.

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. Hazing (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, 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(Approved3-6-06)(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. 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 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. 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.

- 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 available	☐ Obtained copy of police report if available
☐ Written witness/bystander statements with your	☐ Written summary of investigation
<i>both victim and/or alleged offender</i>	conclusion
☐ Written statement of alleged offender investigation	Interview and/or notification of
/	to parents/guardians
☐ Written statement of school nurse if applicable	☐ Intervention Plans –
☐ Review of any medical information	Victim Offender
☐ Collected and examined any physical evidence if available	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.

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:		
<i>(School Intervention Plan is not required for all parties)</i>		

<u>ADMINISTRTRION ONLY</u>	
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, 7-15-20,7-10-2023,8-14-23)(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 students in school every day so that we can provide the instruction they need to be successful. 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.)
2. Site based Incentives

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 each day of your child's absence.

NOTES FROM HOME WILL NOT BE ACCEPTED. Parents are encouraged to 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.

Students who miss more than 7 days (not to include activity absences) of school per semester will not receive credit.

We also understand that extenuating circumstances may result in the student missing more than 7 days per semester. 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:

The student and parent should request a hearing with the school administrator in charge of attendance.

1. A committee will be formed to determine if an exception to the minimum attendance requirements should be made.

2. Documentation may be required for the hearing.

C. ABSENCE CATEGORIES

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. 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. . 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.

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. 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.) 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. A student who is 15 minutes or more late to class will be classified as being absent.

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 third absences by phone.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester by phone or letter.
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

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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.

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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.

564.1 Student Search and Seizure (8-14-23)

The superintendent or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school

activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

Reasonableness

1. The decision to search must be based upon a reasonable suspicion that
 - A. A violation of the law or school rules has occurred or is occurring;
 - B. The student to be searched has committed the violation; and
 - C. Particular evidence of the violation will be discovered in the search.
2. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
 - A. The student's age, history, and record in school;
 - B. The prevalence and seriousness of the suspected violation;
 - C. The school officials' prior experience in detecting the problem or recognizing suspicious behavior;
 - D. The need to make a search without delay and further investigation;
 - E. The specificity and source of the information used as justification for the search; and
 - F. The particular teacher or school official's experience with the student.

Scope

1. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
2. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

Discovered Items

1. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
2. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

3. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

Refusal to Submit to Search

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

Reports

The person conducting the search shall prepare a report to be maintained by the superintendent including the date, time, place, names of witnesses, purpose, basis, and result of the search.

Reference: OKLA. STAT. tit. 70, §

564. LOCKER SEARCH AND SEIZURE (Approved 2-7-94)(Revised 8-14-23)

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. The Superintendent may designate school personnel to transport any

dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing, or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

C. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Reference: OKLA. STAT. tit. 70. Section 24-102



SAPULPA MIDDLE SCHOOL

2024-2025

STUDENT HANDBOOK

1304 EAST CLEVELAND

918-224-8441

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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Sapulpa Public Schools

2024-2025

July S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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Begin Semester ☐
End Semester ☐

Parent Conference Night ☐
Teacher Workday ☐

No School ☐
Professional Day ☐

1st Semester		2nd Semester	
August 5 New teachers report 8 Professional Day 9 Professional Day 12 Professional Day 13 Workday 15 First day of School 30 No School September 2 Labor Day (No School) 20 Professional Day October 1 Secondary PT Conf. 3 Elementary PT Conf. 7 All District PT Conf. 16-18 Fall Break (No School)	November 25-29 Thanksgiving Holiday (No School) December 23-January 3 Winter Holiday (No School)	January 6 Prof Day/Work Day 7 Classes Resume 20 Martin L. King Jr. Day (No School) February 6 Elementary PT Conf. 10 All District PT Conf. 17 President's Day (No School) 18 Secondary PT Conf. March 14-21 Spring Break April 11 No School	May 16 No School-Graduation 20 Last Day of School 21 Prof. Day/ Work Day
1st Semester Days Taught 81 PT Conferences 1 Professional Days 4 Teacher Workday 1		2nd Semester Days Taught 82 PT Conferences 1 Professional Days 1 Teacher Workday 1	
		Total Days Taught 163 Weather Days 4	

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	Troy Wizansky	(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	Coy Caviness	(918)224-8441 Ext: 2002
Counselor	Holly Grusendorf	(918)224-8441 Ext: 2020
Counselor	Amy Warner	(918)224-8441 Ext: 2003
Registrar	Jill Latham	(918)224-8441 Ext: 2018
Administrative Assistant	Kealie Yocham	(918)224-8441 Ext: 2000

SMS BELL SCHEDULE

MONDAY

1 st Hour	8:40	9:35
2 nd Hour	9:40	10:35
3 rd Hour	10:40	11:35
<u>First Lunch</u>	11:40	12:10
4 th Hour	11:40	1:10
<u>Second Lunch</u>	12:40	1:10
5 th Hour	1:15	2:10
6 th Hour	2:15	3:10

TUESDAY-FRIDAY

ADVISORY	8:10	8:35
1 st Hour	8:40	9:35
2 nd Hour	9:40	10:35
3 rd Hour	10:40	11:35
<u>First Lunch</u>	11:40	12:10
4 th Hour	12:15	1:10
<u>Second Lunch</u>	12:40	1:10
5 th Hour	1:15	2:10
6 th 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, 7-15-20,7-10-2023)(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 students in school every day so that we can provide the instruction they need to be successful. 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.)

2. Site based Incentives

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 each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to 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 7 days per semester. 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:

The student and parent should request a hearing with the school administrator in charge of attendance.

1. A committee will be formed to determine if an exception to the minimum attendance requirements should be made.

2. Documentation may be required for the hearing.

C. ABSENCE CATEGORIES

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. 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.

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. 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.) 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 (3 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. A student who is 15 minutes or more late to class will be classified as being absent.

- 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 third absence by phone.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester by phone or letter.
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.

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 (3 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 8:10 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

<i>First Tardy</i>	Parent notification and detention
<i>Second Tardy</i>	Parent notification and detention
<i>Third Tardy</i>	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 **three** options:
 - Call home to have appropriate attire brought to school in a timely manner.
 - Choose appropriate attire from the SMS clothes closet.
 - Stay in the ADC room until the violation is corrected and continue academic instruction.

Consequences

- A student who is unable to obtain suitable attire by either a phone call may be subject to disciplinary action by a counselor or administrator. Students will be sent to ADC to continue academic instruction.

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)

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.

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 including support of dispensaries.
- 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.

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.

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.

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.

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, sleepwear (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

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.

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. Facial piercings are not permitted.

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.

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 endanger 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.

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.

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.

School Policies

Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose stricter 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 parents/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.

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*. Students not complying with policies above will be in ADC to continue academic instruction until the violation is corrected.

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.

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

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. **Student phones are to be turned off and remain in a backpack at all times. Students MAY NOT have their phone on their person.**

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 the office.

Third offense- Phone is taken, student receives a detention, the parent/guardian will be required to pick up the phone from the 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 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.

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.

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. Hazing (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 before school, at lunch and 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 medical marijuana 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 as a 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's 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 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.

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	3 RD IMMUNIZATION AFTER THE 4 TH BIRTHDAY, IF NOT THEY NEED 4
4 POLIO	3 RD IMMUNIZATION AFTER THE 4 TH BIRTHDAY, IF NOT THEY NEED 4
2MMR	AFTER 15 MONTHS (2 ND AFTER 4 TH BIRTHDAY)
3 HEPATITIS B	MUST BEGIN SERIES BY ENROLLMENT IN 7 TH GRADE
2 HEPATITIS A	MUST BEGIN SERIES BY ENROLLMENT IN 7 TH GRADE
TDAP	2 ND IMMUNIZATION BY ENROLLMENT IN 7 TH 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 100.1, 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 | Page 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.
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.

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 | Page 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 | Page 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 | Page 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 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 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 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.

Sapulpa Public Schools Elementary Handbook



2024-2025

Academic Excellence in a Caring Environment

School Calendar and Hours:

SPS First day of school	Thursday, August 15
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 2024 / 2025

- No School on August 30
- Labor Day Holiday on Monday, September 2
- Professional Day on September 20
- Fall break set for October 16-18
- Happy Thanksgiving - No school on November 25-29
- Winter Holiday - No school on December 23- January 6
- Dr. Martin Luther King Jr. Holiday - Monday, January 20
- President's Day - No school for students on Monday, February 17
- Spring break - March 14 - 21
- No School on April 11
- Last day of school - Monday, May 20

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, 7-15-20,7-10-2023)(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 students in school every day so that we can provide the instruction they need to be successful. 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.)
2. Site based Incentives

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 each day of your child's absence. NOTES FROM HOME WILL NOT BE ACCEPTED. Parents are encouraged to 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 7 days per semester. 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:

The student and parent should request a hearing with the school administrator in charge of attendance.

1. A committee will be formed to determine if an exception to the minimum attendance requirements should be made.
2. Documentation may be required for the hearing.

C. ABSENCE CATEGORIES

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. . 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.

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. 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.) 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. A student who is 15 minutes or more late to class will be classified as being absent.

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 third absences by phone.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester by phone or letter.
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.

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. Hazing (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 ensure the safety of all students who ride buses.

Students:

- 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.
- **DO NOT bring food, drinks, or gum on bus.**

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 canceled 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 canceled unless a significant safety risk has been created by unusual circumstances.
- In the unusual circumstance where school must be canceled 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 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 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 must 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 (smart 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.

WELLNESS

566 SCHOOL WELLNESS POLICY (Approved 5-1-06) (Revised 3-9-15, Updated 6-12-17, 11-11-2019, 7-11-2022)

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 from midnight before the 30 minutes after the end of the instructional

day.

Competitive food and beverages-foods and beverages that are sold on campus outside of the federal reimbursable school meals programs during the school day.

Smart Snack 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 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 least 150 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.).

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**

2024-25 ~~2023-24~~



Student Population That May Be Served by Sapulpa Virtual Academy (SVA):

- Students, grades (K-12), who are enrolled in the Sapulpa School District.

Eligibility Requirements:

- 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 ~~by~~ for all students.
- Students may use any device ~~they choose~~ 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 [Elementary Chromebook Agreement](#)

Elementary Enrollment Process:

- Students must be enrolled in Sapulpa Public Schools before entering the SVA.
- Parents/guardians must contact the ~~elementary principal at the student's school of residence~~ virtual coordinator to begin the enrollment process.
- After enrollment is verified ~~and the student is approved for full-time virtual instruction~~, the student will be placed in a ~~section class~~ and the ~~teacher administrator and/or instructor~~ will make contact with the family.

Academic Year

- SVA will follow the Sapulpa Public School Calendar.
- Elementary students have 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 ~~unless special permission is granted from the administration~~.
 - 1st Semester: ~~August 17, 2023 – December 15, 2023~~ August 15, 2024 - December 20, 2024
 - 2nd Semester: ~~January 4, 2024 – May 22, 2024~~ January 7, 2025 - May 7, 2025

Dismissal from the Program

- The Virtual Coordinator ~~and/or site/district administrator~~ 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, **Site Administrator**, 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 **on-site** in required state-level academic assessments in the same manner as other regularly enrolled students within the state.

SAPULPA VIRTUAL ACADEMY

**SECONDARY STUDENT POLICY
HANDBOOK
2024-2025**



Kim Leonard

Secondary Virtual Coordinator
virtual@sapulpaps.org

Admissions Policies

1. Student Populations That May Be Served by Sapulpa Virtual Academy (SVA):

- a. Any students, grades (K-12), who are enrolled in the Sapulpa School District.

2. Basic Requirements:

- a. Students must be enrolled in the Sapulpa School System.
- ~~b. Students have fifteen (15) calendar days at the beginning of each semester to exit the SVA.~~
- c. 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. ~~Students must use a school issued chromebook to take unit tests and cumulative exams.~~
- 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 fifteen (15) ~~school~~ days, students must get permission from their ~~site~~ principal.
- b. ~~When a New~~ new student is then enrolled into the program, ~~their counselor will determine the courses needed.~~
- 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 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~~ SPS Chromebook Responsible Use Agreement.

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~~ may be required to work from the Virtual Lab until assignments are on track and/or grades are passing.

Academic Policies

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. ~~Transferring credits and grades will be~~ 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, Section 504 team, 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.

PERSONNEL REPORT

July 17, 2024

CERTIFIED PERSONNEL REPORT

EMPLOYMENT

FIRST-YEAR TEMPORARY CONTRACTS

(Positions/duties subject to assignment by the Superintendent.)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jane Mason	Title I Teacher/\$59,088.31	August 01, 2024
John Gambill	Teacher/\$55,035.59	August 01, 2024
Brian Chapman	Teacher/\$43,917.01	August 01, 2024
Lorrel Thompson	Teacher/\$TBD	August 05, 2024
Reanne Braswell	Teacher/\$TBD	August 01, 2024
Kambra Farver	Teacher/\$TBD	August 05, 2024

(Pending Approval of Adjunct/Emergency Certification)

Lee Callison	Teacher/\$43,021.88	August 05, 2024
Kaylie Tollett	Counselor/\$43,021.88	August 05, 2024
Samuel Shook	Teacher/\$44,374.89	August 01, 2024

EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Astanzia Rolin	JH Cheer Coach/\$3,350(FB/BB/Wrst)
Brandy Lusk	JH/HS Cross Country Asst Coach/\$3,200
Lee Callison	JH Baseball Head Coach/\$3,200
Rashelle Vaughn	Varsity VB Asst Coach/\$3,000
Christie Hurst	\$100 per caseload-IEP File-Meegs
Cindy Regier	\$100 per caseload-IEP File-Meegs
Shannon Lloyd	English Dept Head/\$1,000

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Kyle Blevins	Head Wrestling Coach/\$8,000
	Football Game Manager/\$1,000
Jeremy Lusk	Head Track Coach/\$5,000
	Cross Country Asst/\$3,600
	Key Club/\$400

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Barbara Richardson	OT Assistant 3 Days/Week	OT Assistant 4 Days/Week	August 08, 2024
Jeremy Lusk	Teacher	Assistant Principal	August 01, 2024
Jennifer Hudgins	Teacher	Principal	August 01, 2024
Kelsey Young	172 Days	187 Days	July 22, 2024
Wesleigh Hawk	Masters +15/\$45,151.49	Masters +30/\$48,529.77	July 01, 2024
Trudie Riggs	Masters+15/\$44,622.89	Masters +30/\$45,590.81	July 11, 2024
Zach Mark	Cross Country Asst Coach	JH Cross Country Head Coach	July 31, 2024
Biana Blevins	JH Softball Head Coach	Varsity Softball Asst Coach	July 01, 2024

TRANSFERS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
None			

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kyle Blevins	Teacher	July 09, 2024
Landon Stewart	Teacher	June 30, 2024
Raymond Markley	Teacher	June 30, 2024
April Horath	Teacher	June 30, 2024

PERSONNEL REPORT

July 17, 2024

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Melissa Adamson	Summer Enrollment Clerk/\$10.00 hr	July 08, 2024
Chance Roth	JH Softball Asst Coach/\$2,600	June 30, 2024
Brice Hill	JH Softball Head Coach/\$3,200	August 01, 2024
Abigail Boren	7th Grade Girls Basketball A Team/\$2,200	August 01, 2024
Cadence Stacy	Varsity Football Asst Coach/\$3,600	July 15, 2024
Kellee Cooper	Assistant Ping Coach/\$4,525	August 01, 2024
Darla Ellsworth	Bus Driver/\$17.97 hr	August 01, 2024
Megan Lemon	Cook I/\$13.05 hr	August 15, 2024
Hannah Contreras	Cook I/\$13.28 hr	August 15, 2024
Brandi Daluge	Cook I/\$13.05 hr	August 15, 2024

EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra Duty Assignments/Stipends</u>
Shelly Legrand	Cell Phone Stipend/\$900

TRANSFER

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Ashli Garland	Cook I/\$15.20	Cook II/\$15.47	August 15, 2024

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Josh Littlebear	9th Grade Girls BB Coach	8th Grade Girls BB Coach	August 01, 2024
Lila Heard	8th Grade Girls BB Coach	9th Grade Girls BB Coach	August 01, 2024

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jill Latham	Secretary	June 30, 2024

