

Special Meeting of The Board of Education Independent School District Number 33,
Creek County
Wednesday, August 14, 2024 12:30 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. Formal Adoption of the Agenda
 - II.A. Motion, discussion, and vote on motion to formally adopt the Agenda.
- III. Consent Agenda
 - III.A. Approval of the Board Meeting Minutes.
 - III.A.1. 7.17.2024-Regular BOE Meeting
 - III.B. Approval of the 2024-25 General Fund Purchase Order Encumbrance numbers 129 through 216.
 - III.C. Approval of the 2024-25 Building Fund Purchase Order Encumbrance numbers 51 through 68.
 - III.D. Approval of the 2024-25 Child Nutrition Fund Purchase Order Encumbrance numbers 38 through 48.
 - III.E. Approval of the 2024-25 Fund 4 Purchase Order encumbrance number 5.
 - III.F. Approval of 2024-25 Bond Fund 36 Purchase Order Encumbrance numbers 1 through 3.
 - III.G. Approval of the monthly financial reports of the School Activity Funds account.
 - III.H. Approval of the monthly financial report for the SPS Endowed Scholarship Accounts, Fund 81.
 - III.I. Approval of the Treasurer's Report on the status of Funds and Investments.
 - III.J. To approve the removal of Larry Hoover and the addition of Melinda Ryan as a signatory on all American Heritage Bank Accounts.
 - III.K. Approval of the 2024-25 Central Tech Academic Course lists.
 - III.L. Approval of the Instructional Calendar to be based upon 1,080 hours for the 2024-25 school year as required annually.
 - III.M. Approval of Sapulpa Public School's decision to choose the ACT for our College and Career Readiness Assessment.
 - III.N. Approval of the 2024-25 BrightThinker Order Form for Elementary and SPED virtual software licenses.
 - III.O. Approval of the 2024-25 ABA Service Agreement.
 - III.P. Approval of the 2024-25 Fee Schedule from Kellogg & Sovereign for E-Rate Management Services.
 - III.Q. Approval to renew the 2024-25 SchoolSpace Subscription Agreement between Venyooz and SPS.
 - III.R. Approval of 2024-25 Oklahoma Department of Career and Technology Education Contract for Secondary Career and Technology Education Program(s) with Sapulpa Public Schools.
 - III.S. Approval of 2024-25 renewal of CREOKS MOU with Sapulpa Public Schools.
 - III.T. Approval of 2024-25 renewal of the Istation Quote.
 - III.U. Approval of 2024-25 new Liberty Picture Agreement with Ruth Kelly which merged with the previous contracted company Legacy Studios.
 - III.V. Approval of 2024 Keynote Speaker, Brian Kight, Services Agreement.
 - III.W. Approval of the 2024-25 UniFirst Customer Rental Agreement.
 - III.X. Approval of 2024 Sequoyah Tournament Contract for Varsity Girls Basketball.
 - III.Y. Approval of a generous donation in the amount of \$3,000 from Tulsa Bone and Joint for athletic training supplies.
 - III.Z. Approval of a generous donation in the amount of \$6,000 from TTCU.
 - III.AA. Approval of a generous donation of \$500 from OASO for Athletics.

	III.BB. Approval of a generous donation of \$500 from Rebecca LaFevers State Farm Agency for the Activity Fund.
	III.CC. Approval of Fundraisers as per attachment.
IV.	Hearing from the Public
V.	Information & Discussion Items
	V.A. Superintendent Comments
	V.B. Bond Projects Updates
	V.C. Pathways Program Update
	V.D. Oklahoma Academic Standards Compliance
	V.E. 2024 Preliminary State Test Results
VI.	Action Items
	VI.A. Discussion, motion, and vote on a motion to approve/disapprove of a new policy 203.2 Observation of Minute of Silence.
	VI.B. Discussion, motion, and vote on a motion to approve/disapprove of a new policy 203.3 Voluntary Prayer.
	VI.C. Discussion, motion, and vote on a motion to approve/disapprove of a new policy 223 Released Time Course and Released Time Course-Indemnification Agreement.
	VI.D. Discussion, motion, and vote on a motion to approve/disapprove of modifying policy 540.2 Student Attendance.
	VI.E. Discussion, motion, and vote on a motion to approve/disapprove of rescinding Policy 204.1 Reading Sufficiency Act and replacing it with a new Policy 204.4 Strong Readers Act.
	VI.F. Discussion, motion, and vote on a motion to approve/disapprove Change Order #1 for the Westside Sports Complex Parking Lot for an increased amount of \$94,840.80.
	VI.G. Discussion, motion, vote on a motion to approve/disapprove Student Handbooks, second read.
	VI.G.1. Sapulpa High School
	VI.G.2. Bartlett Academy
	VI.G.3. Virtual Secondary Handbook
	VI.G.4. Sapulpa Jr. High School
	VI.G.5. Sapulpa Middle School
	VI.G.6. Sapulpa Elementary Schools
	VI.G.7. Virtual Elementary Handbook
	VI.H. Discussion, motion, and vote on a motion to approve/disapprove MOU between Sapulpa Public Schools and United Sapulpa Educators (USE).
	VI.I. Proposed Executive Session to discuss Personnel listed, negotiations with United Sapulpa Educators and United Sapulpa Educators/Educational Support Personnel, and the employment contract of Rob Armstrong, Superintendent of Schools, as authorized by 25 O.S. Section 307 (B)(1), (B)(2), and (B)(7) of the Oklahoma Open Meeting Act.
	VII.I.1. Vote to convene in Executive Session.
	VII.I.2. To acknowledge the Board has returned to Open Session.
	VII.I.3. Statement of Executive Session Minutes.
	VI.J. Personnel
	VI.J.1. Vote to approve/disapprove Employing Personnel as per attachment.
	VI.J.2. Vote to approve/disapprove of Kayla Chupco as an adjunct teacher for the Native American Language class.
	VI.J.3. Vote to approve/disapprove of Leslie Whilock as an adjunct teacher for Elementary Education.
	VI.J.4. Vote to approve/disapprove of Megan Coldiron as an adjunct teacher for Computers/P.E. class for JH/HS.
	VI.J.5. Vote to approve/disapprove of John Gambill as an adjunct teacher for Psychology Sociology classes.

VI.J.6. Vote to approve/disapprove FMLA request for Angel Palmer effective August 21, 2024, through October 02, 2024.

VI.J.7. Vote to approve/disapprove FMLA request for Sierra Williams effective August 29, 2024, through November 21, 2024.

VI.J.8. Discussion, motion, and vote on a motion for the Board to take any action the Board deems appropriate in regard to the current employment contract of the Superintendent of Schools.

VI.J.9. Vote to approve/disapprove a negotiated agreement with United Sapulpa Educators/Educational Support Personnel for the 2024-25 school year.

VI.J.10. Vote to approve/disapprove a negotiated agreement with United Sapulpa Educators for the 2024-25 school year.

VI.J.11. Vote to accept Resignations received since the last board meeting.

VII. Adjournment

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.
President Larry Hoover called the meeting to order at 12 pm. Asst. Superintendent Johnny Bilby led the Pledge of Allegiance.

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.

To approve the reorganization of the Board of Education with the election of Melinda Ryan as the Board President passed with a motion by Wayne Richards and a second by Larry Hoover.

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

Yea: 3, Nay: 0, Absent: 2

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.

To approve the reorganization of the Board of Education with the election of Wayne Richards as the First Vice President passed with a motion by Larry Hoover and a second by Melinda Ryan.

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

Yea: 3, Nay: 0, Absent: 2

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.

To approve the reorganization of the Board of Education with the election of Larry Hoover as the Second Vice President passed with a motion by Wayne Richards and a second by Melinda Ryan.

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

Yea: 3, Nay: 0, Absent: 2

III. Formal Adoption of the Agenda

III.A. Motion, discussion, and vote on motion to formally adopt the Agenda. To formally adopt the Agenda passed with a motion by Wayne Richards and a second by Melinda Ryan.

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

Yea: 3, Nay: 0, Absent: 2

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.AB. Approval to renew the 2024-25 SchoolMessenger Notification Systems quotes.

IV.AC. Approval of the 2024-25 Homecoming Dance contract between WayPoint Lounge and SPS.

IV.AD. Approval of the 2024-25 Electric Service Will Serve Agreement between OG&E and Sapulpa Public Schools.

IV.AE. Approval of the 2024-25 Child Nutrition Paid Meal Price Increase as per attachment.

IV.AF. Approval of the following as Sanctioned Clubs of Sapulpa Public Schools:

IV.AF.1. FFA

IV.AF.2. HPE TAPS

IV.AG. Approval of Fundraisers as per attachment.

To approve Consent Agenda items A-AG passed with a motion by Melinda Ryan and a second by Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

V. Hearing from the Public

None

VI. Information & Discussion Items

VI.A. Superintendent Comments

Superintendent Armstrong opened his comments with back-to-school dates: Students return on 8.15.2024, New Teachers on 8.05.2024, Teachers on 8.08.2024, and a Welcome Back Assembly set for 8.09.24 for all staff. The District is working to replace employees who have left. In a better position this school year than the last. Transportation Funds from the 2023 Bond are available and vehicles should arrive in September with buses to follow. Pathways are moving right along with more and more companies interested in being a part of the program. 3 Pathways have been created; Business/Entrepreneurship, Engineering, Performing/Visual Arts. The team looks to add more pathways this year.

VII. Action Items

VII.A. New Business - items not known or foreseen when agenda was posted
None

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.

To approve the Nabholz Construction GMP Amendment #1 for the Sapulpa High School project, Bond 2023 passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

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.

To approve 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 passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

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.

To approve 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 passed with a motion by Wayne Richards and a second by Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

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.

To convene in Executive Session at 12:23 pm passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VII.F.2. To acknowledge the Board has returned to Open Session.
President Melinda Ryan acknowledged the Boards return to Open Session at 12:44 pm.

VII.F.3. Statement of Executive Session Minutes.

The Board of Education went into Executive Session at 12:23 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 12:44 pm. Present in Executive Session were Larry Hoover, Wayne Richards, Melinda Ryan, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VIII. Personnel

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

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

Yea: 3, Nay: 0, Absent: 2

VIII.B. Vote to accept Resignations received since the last board meeting.
To accept Resignations received since the last board meeting passed with a motion by Larry Hoover and a second by Wayne Richards.

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

Yea: 3, Nay: 0, Absent: 2

IX. Adjournment

To adjourn at 12:45 pm passed with a motion by Larry Hoover and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 129 - 216, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	129	07/15/2024	3826	SECURITY BANK CARD CENTER INC	BUSINESS CARDS- JOHNSON/BARTLETT	150.00
11	130	07/16/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-PCard Testing Protocols-MHS	126.25
11	131	07/16/2024	3826	SECURITY BANK CARD CENTER INC	Indian Ed. Event supplies	1,000.00
11	132	07/16/2024	3826	SECURITY BANK CARD CENTER INC	OKACTE SUMMIT Summer Conference	500.00
11	133	07/16/2024	7390	ANTHONY PETTIGREW	Driving for Basketball	120.00
11	134	07/17/2024	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 25 Radiator	1,917.49
11	135	07/17/2024	30481	BG PRODUCTS	Oil Change Kits	3,540.00
11	136	07/17/2024	3826	SECURITY BANK CARD CENTER INC	Subscription Renewal for Diagnostic Tool	3,200.00
11	137	07/18/2024	3826	SECURITY BANK CARD CENTER INC	AGED Carl Perkins Laptops	2,599.98
11	138	07/18/2024	3826	SECURITY BANK CARD CENTER INC	AGED HT Incubators and Brooder	3,200.00
11	139	07/18/2024	3826	SECURITY BANK CARD CENTER INC	AGED Carl Perkins Grow Lights	1,857.00
11	140	07/18/2024	3826	SECURITY BANK CARD CENTER INC	OFFICE CHAIR, MISC OFFICE SUPPLIES	200.00
11	141	07/22/2024	943	VERIZON WIRELESS	DISTRICT MIFI SVC-SUPT, TECH, COMMUNICATIONS, STEM	1,900.00
11	142	07/22/2024	3826	SECURITY BANK CARD CENTER INC	TelePrompTer for camera	98.11
11	143	07/22/2024	480	AMERICAN PLANT PRODUCTS & SVCS, INC	AGED Greenhouse Repairs	1,461.39
11	144	07/22/2024	1603	CEV	ICEV Curriculum	2,725.00
11	145	07/22/2024	39398	OKLAHOMA FFA ASSOC	2024-2025 FFA Affiliate Membership	3,000.00
11	146	07/22/2024	2943	MANNFORD FFA	FFA Regional Dues-Morris Region	100.00
11	147	07/22/2024	80899	DYLAN JOHNSTON	GSA Reimbursement (State Fairs, OYE, Convention)	1,500.00
11	148	07/22/2024	70037	LACIE ANN BUTLER-WETHERELL	GSA Reimbursement (State Fairs, OYE, Convention)	1,500.00
11	149	07/22/2024	80235	CURTIS L ROSE	GSA Reimbursement (State Fairs, OYE, Convention)	1,500.00
11	150	07/22/2024	3826	SECURITY BANK CARD CENTER INC	Hotels for State Fairs, Convention, OYE, Contests	5,000.00
11	151	07/22/2024	3826	SECURITY BANK CARD CENTER INC	AGED-Professional Development	4,000.00
11	152	07/22/2024	3826	SECURITY BANK CARD CENTER INC	Supplies for Greenhouse (Trays, Pots, Etc)	2,000.00
11	153	07/22/2024	3826	SECURITY BANK CARD CENTER INC	Supplies for Ag Mechanics Shop (Tables, Equipment)	2,500.00
11	154	07/22/2024	3826	SECURITY BANK CARD CENTER INC	Classroom Supplies (Amazon, Walmart, Lowes)	1,000.00
11	155	07/22/2024	3826	SECURITY BANK CARD CENTER INC	classroom supplies	6,000.00
11	156	07/22/2024	3826	SECURITY BANK CARD CENTER INC	CIMC Curriculum for Butler Classes	1,575.00
11	157	07/22/2024	140	INTRADATA, INC.	Read n Quiz yearly subscription	712.25
11	158	07/22/2024	3826	SECURITY BANK CARD CENTER INC	QuillMerrifieldAmazonWalmart begin year supplies	800.00
11	159	07/22/2024	3826	SECURITY BANK CARD CENTER INC	supplies4buildingmaintenance	250.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 129 - 216, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	160	07/22/2024	2014	BARCODES ACQUISITION, INC.	coded badges for employees	719.85
11	161	07/22/2024	3826	SECURITY BANK CARD CENTER INC	Careertech Summit Registration Fees	1,311.00
11	162	07/23/2024	2187	OKASBO	MEMBERSHIP RENEWAL-FINANCE STAFF	675.00
11	163	07/23/2024	3826	SECURITY BANK CARD CENTER INC	Classroom Lab supplies and materials for STEM	4,500.00
11	164	07/24/2024	3826	SECURITY BANK CARD CENTER INC	WalmartAmazon NURSING ITEMS	140.00
11	165	07/25/2024	3826	SECURITY BANK CARD CENTER INC	Classroom and Lab Equipment-Supplies	2,000.00
11	166	07/26/2024	3826	SECURITY BANK CARD CENTER INC	Amazon,walmartstudent journals gluesticks	300.00
11	167	07/26/2024	32396	GOODHEART-WILCOX PUBLISHER	Food Science and Floral Curriculum-Butler	2,682.83
11	168	07/26/2024	5560	BANK OF OKLAHOMA	LEASE REVENUE BOND LEASE PAYMENT	3,000.00
11	169	07/26/2024	3826	SECURITY BANK CARD CENTER INC	OFFICE SUPPLIES	200.00
11	170	07/26/2024	1818	MERRIFIELD OFFICE SUPPLY	Business Cards - AP Coy Caviness	20.00
11	171	07/26/2024	3826	SECURITY BANK CARD CENTER INC	Building Office Supplies	1,000.00
11	172	07/29/2024	3826	SECURITY BANK CARD CENTER INC	Classroom supplies-Wmart,Amazon,Target,Aldi,D.Tre e	3,000.00
11	173	07/29/2024	3826	SECURITY BANK CARD CENTER INC	CTE Summit 8/1&2 registration & parking	350.00
11	174	07/30/2024	3826	SECURITY BANK CARD CENTER INC	CarerrTech Summit 2024 Wiebe	280.00
11	175	07/30/2024	31353	OKLAHOMA BPA	BPA Student Dues	400.00
11	176	07/30/2024	30003	LAKESHORE EQUIPMENT COMPANY	11-165 Replace Doll House in KDG	150.00
11	177	07/30/2024	1818	MERRIFIELD OFFICE SUPPLY	11x17 Hallway Posters	48.75
11	178	07/30/2024	3826	SECURITY BANK CARD CENTER INC	GenFund Walmart paint and supplies	225.00
11	179	07/31/2024	456	02 COOL MANUFACTURING, LLC	Bus 308 & 309 AC Relay	140.00
11	180	07/31/2024	569	JASON GRAY	Reimbursement for Learner Permit	71.50
11	181	07/31/2024	3826	SECURITY BANK CARD CENTER INC	Chrome Depot Supplies	1,000.00
11	182	08/01/2024	456	02 COOL MANUFACTURING, LLC	Bus 27 AC blower	352.00
11	183	08/01/2024	3826	SECURITY BANK CARD CENTER INC	Classroom supplies/amazon, Walmart	5,000.00
11	184	08/01/2024	3826	SECURITY BANK CARD CENTER INC	Music Licensing/Tresona	2,100.00
11	185	08/01/2024	2008	PALEN MUSIC	Sheet music, Instrument upkeep	9,000.00
11	186	08/01/2024	3339	BENJAMIN LEE	Marching Band music 2024	2,000.00
11	187	08/02/2024	3826	SECURITY BANK CARD CENTER INC	11-165 - Amazon - materials for new teachers	4,000.00
11	188	08/02/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Water pump thermostat & radiator hoses	1,500.00
11	189	08/02/2024	451	CHAD S. COLE	Bus 28 Injectors	4,013.00
11	190	08/02/2024	3826	SECURITY BANK CARD CENTER INC	Amazon, office supplies	200.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 129 - 216, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	191	08/02/2024	32396	GOODHEART-WILCOX PUBLISHER	Natural Resources Curriculum-Johnston	3,121.30
11	192	08/02/2024	8318	AMAZON	11-165 - The First Day of School	134.94
11	193	08/02/2024	3826	SECURITY BANK CARD CENTER INC	11-165 Rug for Pre K Class AMAZON	250.00
11	194	08/02/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 39 DEF Hose	900.00
11	195	08/02/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 39 Exhaust Repairs	900.00
11	196	08/02/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 25 EGR Valve Replacement	2,500.00
11	197	08/02/2024	1603	CEV	Student/Teacher Licences	3,950.00
11	198	08/05/2024	3826	SECURITY BANK CARD CENTER INC	Bus 11 Transmission	3,900.00
11	199	08/05/2024	3826	SECURITY BANK CARD CENTER INC	Gen Fund MountainMathLang yearly renewal	159.90
11	200	08/05/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 11 Transmission Installation	1,680.00
11	201	08/05/2024	562	BRIAN KIGHT	Brian Kight Safe/Healthy School Speaker for JH/HS	7,500.00
11	202	08/05/2024	3150	IMAGINATION STATION, INC.	Renewal of Istation	65,520.00
11	203	08/05/2024	3826	SECURITY BANK CARD CENTER INC	Amazon Tech Supplies	2,500.00
11	204	08/07/2024	3826	SECURITY BANK CARD CENTER INC	Tablet for entering charge cards AMAZON	200.00
11	205	08/07/2024	80784	DENZIL STAMPER	Reimbursement for 2024-25 OPL Institute Expenses	584.21
11	206	08/07/2024	3505	SOUTHERN TIRE MART, LLC	Bus 11 New tires	2,338.00
11	207	08/07/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 12 Air Brake Valve Replacement	1,750.00
11	208	08/07/2024	285	SARAH ELIZABETH PETER	621-Sped-Parent Transportation Reimbursement-Peter	5,000.00
11	209	08/07/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-PCard-Supplies and Materials-HPE	1,000.00
11	210	08/07/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-PCard Supplies and Materials-Freedom	1,000.00
11	211	08/07/2024	560	LORI GARDEN	011-Sped-Nursing Contract Services (Garden)	8,000.00
11	212	08/08/2024	1038	IMAGENET CONSULTING, LLC	ADD FAX TO 3 COPIERS	1,230.00
11	213	08/08/2024	576	IMAGINE LEARNING LLC	Secondary Virtual Learning: Edgenuity CTE Software	5,500.00
11	214	08/08/2024	340	OK STATEWIDE VIRTUAL CHARTER SCH BD	Consortium: Edgenuity Secondary Virtual Software	40,800.00
11	215	08/08/2024	274	OK ASSISTIVE TECH & EDUC ASSOC, INC	621 Sped OATECA DSC Licenses	500.00
11	216	08/08/2024	1999	GORDON STOWE	621-Sped-Audiometer-GSI 39	4,695.00

Non-Payroll Total: \$272,024.75

Payroll Total: \$0.00

Balance Forward: \$0.00

Report Total: \$272,024.75

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 5 - 999, Fund Codes: 04

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
04	5	08/05/2024	572	EAGLE PEAK ENTERPRISES, INC.	REMOVE MONUMENT AND CRATE/STORE	1,450.00
Non-Payroll Total:						\$1,450.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,450.00

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1 - 999, Fund Codes: 36

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
36	1	07/16/2024	479	BOK FINANCIAL SECURITIES, INC	CONSULTING FEES FOR 7/2024 BOND SALE	9,407.16
36	2	07/26/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	3 IC BUSES	385,701.00
36	3	07/26/2024	547	JOE COOPER CHEVROLET OF SHAWNEE LLC	4 DISTRICT VEHICLES	212,453.00
Non-Payroll Total:						\$607,561.16
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$607,561.16

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$0.00	\$0.00	\$3,361.74	\$0.00	\$3,361.74	\$0.00	\$3,361.74
802 HS OFFICE	\$0.00	\$0.00	\$13,539.69	\$462.00	\$13,077.69	\$829.95	\$12,247.74
803 CREDIT RECOVERY	\$0.00	\$0.00	\$10,610.95	\$0.00	\$10,610.95	\$0.00	\$10,610.95
804 ID BADGE	\$0.00	\$0.00	\$3,474.84	\$0.00	\$3,474.84	\$2,885.92	\$588.92
805 HS ART	\$0.00	\$0.00	\$1,873.16	\$0.00	\$1,873.16	\$0.00	\$1,873.16
806 HS BAND	\$0.00	\$1,403.82	\$3,125.87	\$0.00	\$4,529.69	\$0.00	\$4,529.69
807 HS BAND BOOSTER CONCESSION	\$0.00	\$0.00	\$39,038.16	\$0.00	\$39,038.16	\$0.00	\$39,038.16
808 HS OKLAHOMA CLOSE UP	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$0.00	\$0.00	\$643.41	\$0.00	\$643.41	\$0.00	\$643.41
810 HS STAY(STUD TCH AIDS YOUTH)	\$0.00	\$0.00	\$445.06	\$0.00	\$445.06	\$0.00	\$445.06
811 HS COUNSELING OFFICE	\$0.00	\$0.00	\$5,198.92	\$0.00	\$5,198.92	\$0.00	\$5,198.92
812 HS BUSINESS PROF ASSOC (BPA)	\$0.00	\$0.00	\$1,065.15	\$0.00	\$1,065.15	\$100.00	\$965.15
814 HS AP EXAMS	\$0.00	\$0.00	\$4,241.93	\$0.00	\$4,241.93	\$1,216.00	\$3,025.93
815 HS FCCLA	\$0.00	\$0.00	\$169.04	\$0.00	\$169.04	\$50.00	\$119.04
817 HS LIBRARY	\$0.00	\$0.00	\$1,218.99	\$0.00	\$1,218.99	\$0.00	\$1,218.99
818 HS NATIONAL HONOR SOCIETY	\$0.00	\$0.00	\$7,248.50	\$0.00	\$7,248.50	\$1,900.00	\$5,348.50
819 GREEN-THUMB CHIEFTAINS	\$0.00	\$0.00	\$2,957.47	\$0.00	\$2,957.47	\$0.00	\$2,957.47
820 HS NAACP	\$0.00	\$0.00	\$392.60	\$0.00	\$392.60	\$0.00	\$392.60
821 HS SENIORS 2024	\$0.00	\$0.00	\$5,247.95	\$0.00	\$5,247.95	\$0.00	\$5,247.95
822 HS SENIORS 2025	\$0.00	\$0.00	\$9,148.61	\$0.00	\$9,148.61	\$0.00	\$9,148.61
823 HS SENIORS 2026	\$0.00	\$0.00	\$8,276.49	\$0.00	\$8,276.49	\$0.00	\$8,276.49
824 HS SCIENCE & ENGINEERING	\$0.00	\$0.00	\$61,927.40	\$0.00	\$61,927.40	\$38,000.00	\$23,927.40
825 HS SPANISH HONOR SOCIETY	\$0.00	\$0.00	\$343.67	\$0.00	\$343.67	\$0.00	\$343.67
826 HS SPECIAL ED/OLYMPICS	\$0.00	\$0.00	\$2,515.09	\$0.00	\$2,515.09	\$0.00	\$2,515.09
827 HS STUDENT COUNCIL	\$0.00	\$0.00	\$3,821.30	\$0.00	\$3,821.30	\$0.00	\$3,821.30
828 HS VOCAL MUSIC	\$0.00	\$0.00	\$10,382.54	\$0.00	\$10,382.54	\$0.00	\$10,382.54
829 HS AG ED & FFA	\$0.00	\$4,381.20	\$9,132.50	\$3,053.42	\$10,460.28	\$1,952.35	\$8,507.93
830 HS LYONS SPED	\$0.00	\$0.00	\$1,563.96	\$0.00	\$1,563.96	\$0.00	\$1,563.96
831 HS YEARBOOK	\$0.00	\$0.00	\$1,258.75	\$0.00	\$1,258.75	\$0.00	\$1,258.75
832 HS GILLIS SPED	\$0.00	\$0.00	\$1,047.33	\$0.00	\$1,047.33	\$0.00	\$1,047.33
833 HS FISHING TEAM/CLUB	\$0.00	\$0.00	\$834.45	\$0.00	\$834.45	\$0.00	\$834.45
835 HS BAND AUXILIARIES	\$0.00	\$349.50	\$3,650.48	\$0.00	\$3,999.98	\$0.00	\$3,999.98
836 HS BAND TRIPS	\$0.00	\$600.00	\$27,987.78	\$1,200.00	\$27,387.78	\$0.00	\$27,387.78
837 HS BAND GRANTS	\$0.00	\$0.00	\$55,028.07	\$0.00	\$55,028.07	\$14,400.00	\$40,628.07
838 HS PING PINGS	\$0.00	\$0.00	\$522.14	\$0.00	\$522.14	\$0.00	\$522.14
840 HS INDIAN PARENT COMMITTEE	\$0.00	\$0.00	\$1,180.17	\$0.00	\$1,180.17	\$0.00	\$1,180.17
841 HS SAPULPA INDIAN CLUB	\$0.00	\$0.00	\$8,034.32	\$0.00	\$8,034.32	\$0.00	\$8,034.32
842 HS KEY CLUB	\$0.00	\$0.00	\$137.84	\$0.00	\$137.84	\$0.00	\$137.84
843 HS GSA, GAY STRAIGHT ALLIANCE	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$0.00	\$0.00	\$3,813.16	\$0.00	\$3,813.16	\$0.00	\$3,813.16
845 HS CULINARY ARTS	\$0.00	\$0.00	\$5,116.90	\$0.00	\$5,116.90	\$0.00	\$5,116.90
846 HS JROTC	\$0.00	\$0.00	\$74,536.75	\$2,295.00	\$72,241.75	\$3,000.00	\$69,241.75
848 HS SCHOOL NURSE	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACK-PACK FOOD PANTRY	\$0.00	\$0.00	\$5,317.47	\$0.00	\$5,317.47	\$1,200.00	\$4,117.47
850 LOCAL SCHOLARSHIPS	\$0.00	\$0.00	\$38,131.42	\$0.00	\$38,131.42	\$0.00	\$38,131.42
851 HS SENIOR GIRL EVENTS	\$0.00	\$0.00	\$4,821.31	\$0.00	\$4,821.31	\$0.00	\$4,821.31
852 HS FIRST ROBOTICS	\$0.00	\$0.00	\$41,615.95	\$0.00	\$41,615.95	\$16,000.00	\$25,615.95
854 HS INDIAN ED STAFF DEV	\$0.00	\$0.00	\$2,151.74	\$0.00	\$2,151.74	\$0.00	\$2,151.74
855 HS PHYSICS	\$0.00	\$0.00	\$1,684.22	\$0.00	\$1,684.22	\$0.00	\$1,684.22
856 E-SPORTS	\$0.00	\$0.00	\$840.42	\$0.00	\$840.42	\$675.00	\$165.42
857 JH OFFICE	\$0.00	\$0.00	\$2,619.60	\$0.00	\$2,619.60	\$250.00	\$2,369.60
860 JH LIBRARY	\$0.00	\$0.00	\$370.07	\$0.00	\$370.07	\$0.00	\$370.07
863 JH STUDENT COUNCIL	\$0.00	\$0.00	\$1,128.04	\$0.00	\$1,128.04	\$0.00	\$1,128.04
864 JH VOCAL MUSIC	\$0.00	\$0.00	\$1,491.41	\$0.00	\$1,491.41	\$0.00	\$1,491.41
866 JH YEARBOOK	\$0.00	\$0.00	\$7,076.08	\$0.00	\$7,076.08	\$0.00	\$7,076.08
870 JH ART	\$0.00	\$0.00	\$11,581.02	\$0.00	\$11,581.02	\$7,105.90	\$4,475.12
871 JH TAPS	\$0.00	\$0.00	\$315.81	\$0.00	\$315.81	\$0.00	\$315.81

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
872 STEM JH MATH & SCIENCE	\$0.00	\$0.00	\$3,130.99	\$0.00	\$3,130.99	\$0.00	\$3,130.99
874 JR HIGH GRANTS	\$0.00	\$0.00	\$4,330.53	\$0.00	\$4,330.53	\$0.00	\$4,330.53
877 MS OFFICE	\$0.00	\$20.00	\$8,211.52	\$0.00	\$8,231.52	\$100.00	\$8,131.52
878 MS LIBRARY	\$0.00	\$0.00	\$1,508.84	\$0.00	\$1,508.84	\$0.00	\$1,508.84
879 MS STUDENT OF THE MONTH	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$0.00	\$0.00	\$1,935.39	\$0.00	\$1,935.39	\$0.00	\$1,935.39
881 MS YEARBOOK	\$0.00	\$0.00	\$474.38	\$0.00	\$474.38	\$0.00	\$474.38
882 MS ART	\$0.00	\$0.00	\$522.58	\$0.00	\$522.58	\$0.00	\$522.58
883 MS CHOIR	\$0.00	\$0.00	\$9,792.55	\$0.00	\$9,792.55	\$0.00	\$9,792.55
884 MS TECHNOLOGY STUDENT ASSOC.	\$0.00	\$0.00	\$789.64	\$0.00	\$789.64	\$0.00	\$789.64
886 MS NJHS	\$0.00	\$0.00	\$789.85	\$0.00	\$789.85	\$0.00	\$789.85
887 7TH/8TH GR VOLLEYBALL	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$0.00	\$0.00	\$11,896.87	\$0.00	\$11,896.87	\$0.00	\$11,896.87
889 MS PLTW	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
892 SPED DIRECTOR	\$0.00	\$0.00	\$1,363.55	\$46.41	\$1,317.14	\$0.00	\$1,317.14
893 LIBERTY LIBRARY	\$0.00	\$0.00	\$1,386.29	\$0.00	\$1,386.29	\$0.00	\$1,386.29
894 LIBERTY MISC	\$0.00	\$0.00	\$2,185.43	\$37.86	\$2,147.57	\$1,207.00	\$940.57
895 LIBERTY FUNDRAISING	\$0.00	\$0.00	\$5,035.10	\$0.00	\$5,035.10	\$3,985.00	\$1,050.10
896 LIBERTY STEM CLUB	\$0.00	\$8,105.06	\$15,571.04	\$4,450.00	\$19,226.10	\$0.00	\$19,226.10
897 LIBERTY GRANTS	\$0.00	\$0.00	\$2,213.66	\$0.00	\$2,213.66	\$0.00	\$2,213.66
900 FREEDOM MISC	\$0.00	\$0.00	\$2,128.99	\$0.00	\$2,128.99	\$2,099.00	\$29.99
901 FREEDOM FUNDRAISING	\$0.00	\$0.00	\$36,299.10	\$0.00	\$36,299.10	\$1,499.99	\$34,799.11
902 FREEDOM LIBRARY	\$0.00	\$0.00	\$561.40	\$0.00	\$561.40	\$0.00	\$561.40
903 FREEDOM GRANTS	\$0.00	\$0.00	\$404.43	\$0.00	\$404.43	\$0.00	\$404.43
904 FREEDOM TAPS	\$0.00	\$0.00	\$14,330.69	\$0.00	\$14,330.69	\$8,000.00	\$6,330.69
907 JEFFERSON HTS MISC	\$0.00	\$0.00	\$6,375.21	\$0.00	\$6,375.21	\$2,953.50	\$3,421.71
908 JEFFERSON HTS FUNDRAISING	\$0.00	\$250.00	\$16,198.67	\$0.00	\$16,448.67	\$4,210.00	\$12,238.67
910 JEFFERSON HTS GRANTS	\$0.00	\$0.00	\$8,851.32	\$0.00	\$8,851.32	\$0.00	\$8,851.32
911 JEFFERSON HTS LIBRARY	\$0.00	\$0.00	\$3,133.47	\$0.00	\$3,133.47	\$470.00	\$2,663.47
919 HOLMES PARK MISC	\$0.00	\$0.00	\$6,338.75	\$0.00	\$6,338.75	\$200.00	\$6,138.75
920 HOLMES PARK FUNDRAISING	\$0.00	\$0.00	\$19,033.60	\$504.00	\$18,529.60	\$1,050.00	\$17,479.60
921 HOLMES PARK LIBRARY	\$0.00	\$0.00	\$5,665.78	\$0.00	\$5,665.78	\$0.00	\$5,665.78
922 HOLMES PARK GRANTS	\$0.00	\$0.00	\$1,623.67	\$207.45	\$1,416.22	\$0.00	\$1,416.22
928 REVOLUTIONARY DAYS	\$0.00	\$0.00	\$1,551.75	\$0.00	\$1,551.75	\$0.00	\$1,551.75
929 DISTRICT STEM	\$0.00	\$0.00	\$31,947.81	\$0.00	\$31,947.81	\$4,000.00	\$27,947.81
931 BENEVOLENCE FUND	\$0.00	\$0.00	\$9,273.63	\$0.00	\$9,273.63	\$0.00	\$9,273.63
932 GT GRANTS	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$0.00	\$5,964.78	\$38,472.94	\$0.00	\$44,437.72	\$10,300.00	\$34,137.72
934 DRIVERS EDUCATION	\$0.00	\$0.00	\$15,925.00	\$0.00	\$15,925.00	\$0.00	\$15,925.00
935 CREEK NATION LATCHKEY	\$0.00	\$0.00	\$67,869.40	\$1,690.52	\$66,178.88	\$3,309.48	\$62,869.40
936 STEM-CAMP INVENTION	\$0.00	\$0.00	\$37,394.37	\$846.74	\$36,547.63	\$0.00	\$36,547.63
937 LATCHKEY	\$0.00	\$2,820.90	\$47,654.82	\$272.10	\$50,203.62	\$3,876.90	\$46,326.72
938 COLLINS FOUNDATION	\$0.00	\$0.00	\$27,166.55	\$0.00	\$27,166.55	\$0.00	\$27,166.55
940 SPARK	\$0.00	\$5,157.64	\$63,159.23	\$3,469.22	\$64,847.65	\$2,530.78	\$62,316.87
941 LOCAL SCH CHILD WELFARE	\$0.00	\$0.00	\$17,729.77	\$1,980.49	\$15,749.28	\$11,019.51	\$4,729.77
943 ALTERNATIVE SCHOOL GRANTS	\$0.00	\$0.00	\$110.44	\$0.00	\$110.44	\$0.00	\$110.44
944 CHILD NUTRITION BANQUETS	\$0.00	\$0.00	\$406.50	\$0.00	\$406.50	\$0.00	\$406.50
945 SPS FOOD SERV ASSOC	\$0.00	\$0.00	\$4,858.45	\$0.00	\$4,858.45	\$0.00	\$4,858.45
946 SOFT DRINK MONEY	\$0.00	\$6,821.17	\$14,735.58	\$3,237.91	\$18,318.84	\$3,111.21	\$15,207.63
947 ALTERNATIVE SCHOOL	\$0.00	\$0.00	\$3,214.68	\$0.00	\$3,214.68	\$0.00	\$3,214.68
949 CLEARING ACCOUNT	\$0.00	\$0.00	\$4,524.27	\$0.00	\$4,524.27	\$0.00	\$4,524.27
950 SERVICE CENTER	\$0.00	\$0.00	\$365.73	\$0.00	\$365.73	\$0.00	\$365.73
951 CREEK NATION SUMMER	\$0.00	\$0.00	\$70,200.00	\$0.00	\$70,200.00	\$0.00	\$70,200.00
952 CHROMEBOOK INS/REPAIR	\$0.00	\$259.56	\$47,065.27	\$718.60	\$46,606.23	\$12,117.79	\$34,488.44
954 5TH GRADE ELEM BASKETBALL	\$0.00	\$0.00	\$4,018.46	\$2,119.79	\$1,898.67	\$0.00	\$1,898.67
955 CHIEFTAIN CARE	\$0.00	\$0.00	\$6,786.78	\$0.00	\$6,786.78	\$0.00	\$6,786.78
957 HOMELESS	\$0.00	\$0.00	\$4,988.94	\$0.00	\$4,988.94	\$0.00	\$4,988.94

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
960 ATHLETIC SPORTS OVERALL	\$0.00	\$300.00	\$12,123.06	\$5,917.10	\$6,505.96	\$6,149.14	\$356.82
961 FOOTBALL BUDGET	\$0.00	\$3,508.00	\$37,773.29	\$8,013.60	\$33,267.69	\$4,698.14	\$28,569.55
962 BOYS BASKETBALL BUDGET	\$0.00	\$1,310.00	\$2,240.49	\$50.00	\$3,500.49	\$0.00	\$3,500.49
963 GIRLS BASKETBALL BUDGET	\$0.00	\$0.00	\$1,022.20	\$0.00	\$1,022.20	\$0.00	\$1,022.20
964 BASEBALL BUDGET	\$0.00	\$0.00	\$13,730.43	\$0.00	\$13,730.43	\$0.00	\$13,730.43
965 SOFTBALL BUDGET	\$0.00	\$0.00	\$4,459.55	\$0.00	\$4,459.55	\$0.00	\$4,459.55
966 WRESTLING BUDGET	\$0.00	\$0.00	\$3,862.74	\$0.00	\$3,862.74	\$0.00	\$3,862.74
967 TENNIS BUDGET	\$0.00	\$0.00	\$802.60	\$0.00	\$802.60	\$0.00	\$802.60
968 TRACK BUDGET	\$0.00	\$0.00	\$1,862.59	\$0.00	\$1,862.59	\$0.00	\$1,862.59
969 GOLF BUDGET	\$0.00	\$0.00	\$5,503.12	\$0.00	\$5,503.12	\$1,083.43	\$4,419.69
971 ATHLETIC - BOOSTER CLUB	\$0.00	\$750.00	\$113,281.19	\$16,756.35	\$97,274.84	\$14,248.81	\$83,026.03
972 CROSS COUNTRY BUDGET	\$0.00	\$0.00	\$7,178.54	\$0.00	\$7,178.54	\$5,829.50	\$1,349.04
973 BOYS SOCCER BUDGET	\$0.00	\$0.00	\$3,910.35	\$0.00	\$3,910.35	\$0.00	\$3,910.35
974 ATHLETICS - TRAINER	\$0.00	\$0.00	\$10,184.88	\$850.75	\$9,334.13	\$6,371.35	\$2,962.78
975 GIRLS SOCCER BUDGET	\$0.00	\$0.00	\$5,781.02	\$0.00	\$5,781.02	\$0.00	\$5,781.02
976 GIRLS VOLLEYBALL BUDGET	\$0.00	\$0.00	\$2,086.04	\$0.00	\$2,086.04	\$70.00	\$2,016.04
977 CHEER BUDGET	\$0.00	\$1,314.34	\$5,685.74	\$4,200.00	\$2,800.08	\$955.83	\$1,844.25
978 ALL EVENTS GATE	\$0.00	\$6,030.63	\$12,814.85	\$12,432.08	\$6,413.40	\$2,237.95	\$4,175.45
979 JR HIGH CHEER	\$0.00	\$2,660.00	\$1,922.26	\$2,985.00	\$1,597.26	\$25.00	\$1,572.26
983 DRUG TEST-PHYSICALS	\$0.00	\$9,206.92	\$5,434.35	\$70.00	\$14,571.27	\$4,500.00	\$10,071.27
985 SPONSORS 2022-2023	\$0.00	\$9,292.23	\$18,279.06	\$4,217.23	\$23,354.06	\$3,185.66	\$20,168.40
986 CHIEFTAIN CENTER CONCESSION	\$0.00	\$2,225.41	\$8,042.50	\$3,524.38	\$6,743.53	\$4,552.64	\$2,190.89
Total	\$0.00	\$72,731.16	\$1,534,484.08	\$85,608.00	\$1,521,607.24	\$219,512.73	\$1,302,094.51

SAPULPA PUBLIC SCHOOLS

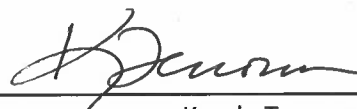
TREASURER'S SUMMARY

JULY 2024

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND
BEG BALANCE (Audited)	6,151,019.91	549,504.78	713,887.20	983,582.08	5,984,648.25
DEPOSITS	1,023,161.35	75,164.07	25,676.68	622,300.00	386,137.01
CHECKS ISSUED					
Current Year	1,415,262.74	265,611.23	96,456.63	0.00	0.00
Prior Year	53,214.40	91,852.75	13,388.64	16,141.93	0.00
END BALANCE	5,705,704.12	267,204.87	629,718.61	1,589,740.15	6,370,785.26
Last Yr Same Month	3,163,393.66	581,911.08	1,036,088.20	17,112,721.65	326,768.75
Gain or (Loss)	2,542,310.46	-314,706.21	-406,369.59	-15,522,981.50	6,044,016.51

The building fund is lower due to using Redbud funds to help offset the cost of property insurance that was being paid out of ARP funds.

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



Kenda Terrones, Treasurer

GENERAL FUND

	PREVIOUS <u>TOTAL</u>	CURRENT <u>MONTH</u>	NEW <u>YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	0.00	21,419.10	21,419.10
Prior Ad Valorem	0.00	11,680.49	11,680.49
Homestead & In Lieu Tax	0.00	0.00	0.00
Interest Earned	0.00	66,365.08	66,365.08
5-Year Manufacturing Exemp		493,258.56	493,258.56
Rental of Facilities	0.00	0.00	0.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	0.00	6,074.94	6,074.94
Donations and Contributions	0.00	6,000.00	6,000.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>0.00</u>	<u>2,187.79</u>	<u>2,187.79</u>
Local TOTALS	0.00	606,985.96	606,985.96
<u>County Revenue</u>			
Mill Levy	0.00	25,618.84	25,618.84
Mortgage Tax	<u>0.00</u>	<u>6,997.47</u>	<u>6,997.47</u>
County TOTALS	0.00	32,616.31	32,616.31
<u>State Revenue</u>			
Gross Production	0.00	16,688.28	16,688.28
Auto Tags	0.00	5,252.86	5,252.86
School Land	0.00	51,863.70	51,863.70
Tax Stamps & Other Misc	0.00	1,123.68	1,123.68
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	0.00	0.00	0.00
Flexible Benefit	0.00	0.00	0.00
Alternative Ed/High Challenge	0.00	0.00	0.00
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	0.00	0.00	0.00
Reading Sufficiency	0.00	0.00	0.00
State Textbook Allocation	0.00	0.00	0.00
Driver's Education	0.00	0.00	0.00
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
State Misc/ACE Technology	0.00	0.00	0.00
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	0.00	0.00	0.00
Voc. Incentive Assistance	0.00	0.00	0.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	0.00	74,928.52	74,928.52
<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)	0.00	37,023.34	37,023.34

JROTC	0.00	6,448.08	6,448.08
SIG Grants -Liberty	0.00	0.00	0.00
Title I (511)	0.00	68,687.28	68,687.28
Title II Part A (541)	0.00	12,622.14	12,622.14
IDEA-B Flow Thru (621)	0.00	148,805.44	148,805.44
IDEA-B Preschool 3-5 (641)	0.00	3,173.70	3,173.70
Title 10 (596)	0.00	6,024.86	6,024.86
JOM (563)	0.00	0.00	0.00
CARES Act	0.00	670.71	670.71
Carl Perkins (421)	<u>0.00</u>	<u>25,175.01</u>	<u>25,175.01</u>
Federal TOTALS	0.00	308,630.56	308,630.56
TOTAL GEN FUND	0.00	1,023,161.35	1,023,161.35
<u>BUILDING FUND</u>			
Current Taxes	0.00	3,059.02	3,059.02
Prior Taxes	0.00	1,668.17	1,668.17
In Lieu of Taxes	0.00	0.00	0.00
5-Year Manufacturing Exemp		70,436.88	70,436.88
Facility Rental	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
FEMA	0.00	0.00	0.00
Donations and Contributions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Building Fund TOTALS	0.00	75,164.07	75,164.07
<u>CHILD NUTR FUND</u>			
Local (Meals, Interest, etc)	0.00	1,638.54	1,638.54
State Reimbursement	0.00	0.00	0.00
Federal Reimbursement	<u>0.00</u>	<u>24,038.14</u>	<u>24,038.14</u>
Child Nutrition Fund TOTALS	0.00	25,676.68	25,676.68
<u>TOTAL GF/BF/CNF</u>	0.00	1,124,002.10	1,124,002.10
<u>BOND FUND</u>			
Interest	0.00	0.00	0.00
Sale of New Bonds	<u>0.00</u>	<u>622,300.00</u>	<u>622,300.00</u>
Bond Fund TOTALS	0.00	622,300.00	622,300.00
<u>SINKING FUND</u>			
Current Taxes	0.00	15,654.26	15,654.26
Prior Taxes	0.00	8,675.69	8,675.69
In Lieu of Taxes	0.00	0.00	0.00
5-Year Manufacturing Exempt		360,454.87	360,454.87
Interest/In Lieu Reimb	0.00	1,005.42	1,005.42
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>0.00</u>	<u>346.77</u>	<u>346.77</u>
Sinking Fund TOTALS	0.00	386,137.01	386,137.01
<u>INSURANCE REIMBURSEMENT FUND</u>	0.00	0.00	0.00
GRAND TOTAL	0.00	2,132,439.11	2,132,439.11

ACCOUNTS PAYABLE						CERTIFIED PAYROLL						SUPPORT PAYROLL					
	AP 2023-24	AP 2024-25	Monthly Diff	YTD Sub Total	% Change		Cert 23-24	Cert 24-25	Monthly Diff	YTD Sub Total	% Change		Supp 23-24	Supp 24-25	Monthly Diff	YTD Sub Total	% Change
Jul	979,839	962,572	-17,267	-17,267	-1.76%	Jul	277,857	290,516	12,659	12,659	4.56%	Jul	150,452	162,175	11,723	11,723	7.79%
Aug	519,435	0	-519,435	-536,702	-100.00%	Aug	1,162,583	0	-1,162,583	-1,149,923	-100.00%	Aug	454,229	0	-454,229	-442,506	-100.00%
Sep	370,777	0	-370,777	-907,479	-100.00%	Sep	2,022,999	0	-2,022,999	-3,172,922	-100.00%	Sep	720,209	0	-720,209	-1,162,715	-100.00%
Oct	577,243	0	-577,243	-1,484,722	-100.00%	Oct	1,893,087	0	-1,893,087	-5,066,010	-100.00%	Oct	631,072	0	-631,072	-1,793,787	-100.00%
Nov	196,259	0	-196,259	-1,680,981	-100.00%	Nov	1,892,002	0	-1,892,002	-6,958,012	-100.00%	Nov	632,820	0	-632,820	-2,426,607	-100.00%
Dec	178,166	0	-178,166	-1,859,146	-100.00%	Dec	1,894,402	0	-1,894,402	-8,852,413	-100.00%	Dec	613,490	0	-613,490	-3,040,096	-100.00%
Jan	208,945	0	-208,945	-2,068,091	-100.00%	Jan	1,903,679	0	-1,903,679	-10,756,093	-100.00%	Jan	627,445	0	-627,445	-3,667,542	-100.00%
Feb	408,438	0	-408,438	-2,476,530	-100.00%	Feb	1,942,495	0	-1,942,495	-12,698,587	-100.00%	Feb	606,692	0	-606,692	-4,274,234	-100.00%
Mar	146,243	0	-146,243	-2,622,772	-100.00%	Mar	1,908,427	0	-1,908,427	-14,607,014	-100.00%	Mar	773,515	0	-773,515	-5,047,749	-100.00%
Apr	277,533	0	-277,533	-2,900,305	-100.00%	Apr	1,931,236	0	-1,931,236	-16,538,250	-100.00%	Apr	623,249	0	-623,249	-5,670,998	-100.00%
May	234,962	0	-234,962	-3,135,267	-100.00%	May	1,903,643	0	-1,903,643	-18,441,893	-100.00%	May	618,551	0	-618,551	-6,289,549	-100.00%
Jun	291,774	0	-291,774	-3,427,041	-100.00%	Jun5-Aug5	4,403,191	0	-4,403,191	-22,845,084	-100.00%	Jun5-Aug5	1,260,630	0	-1,260,630	-7,550,179	-100.00%
TOTAL	3,113,294	962,572	-3,427,041				19,526,874	290,516					6,935,077	162,175			

ACCOUNTS PAYABLE AND PAYROLL SUMMARY										YTD TOTALS			
AP&PR Current Year		YTD TOTAL	AP&PR Previous Year		YTD TOTAL	Mo Diff	Mo % Change	Total % Change	AP YTD%	CP YTD%	SP YTD%		
Jul	1,415,263	1,415,263	Jul	1,041,361	1,041,361	373,902	35.91%	48.90%	-1.76%	4.56%	7.79%	Jul	
Aug	0	1,415,263	Aug	2,266,455	3,307,816	-2,266,455	-1,892,553	-100.00%	-57.21%			Aug	
Sep	0	1,415,263	Sep	2,485,464	5,793,280	-2,485,464	-4,751,919	-100.00%	-82.02%			Sep	
Oct	0	1,415,263	Oct	2,315,362	8,108,641	-2,315,362	-4,800,826	-100.00%	-59.21%			Oct	
Nov	0	1,415,263	Nov	2,557,627	10,666,268	-2,557,627	-4,872,989	-100.00%	-45.69%			Nov	
Dec	11	1,415,274	Dec	2,213,842	12,880,110	-2,213,831	-4,771,458	-100.00%	-37.05%			Dec	
Jan	0	1,415,274	Jan	2,295,936	15,176,046	-2,295,936	-4,509,767	-100.00%	-29.72%			Jan	
Feb	0	1,415,274	Feb	2,334,848	17,510,894	-2,334,848	-4,630,784	-100.00%	-26.45%			Feb	
Mar	0	1,415,274	Mar	2,278,271	19,789,166	-2,278,271	-4,613,119	-100.00%	-23.31%			Mar	
Apr	25	1,415,299	Apr	2,389,012	22,178,178	-2,388,987	-4,667,258	-100.00%	-21.04%			Apr	
May	0	1,415,299	May	2,322,305	24,500,483	-2,322,305	-4,711,292	-100.00%	-19.23%			May	
Jun	0	1,415,299	Jun	5,076,023	29,576,506	-5,076,023	-7,398,328	-100.00%	-25.01%			(Jun)	
TOTAL	1,415,299		TOTAL	27,245,978.51		2,330,528							

[illegible]

General Fund				
<u>WORKING BUDGET</u>				
		Actual	Projected	
		2023-24	2024-25	
WADM				
State Allocation		15,312,648	14,947,369	
Other State Revenue		6,033,711	5,732,026	
Ad Valorem Projection		8,753,312	9,000,000	
Other Local and County Revenue		2,356,282	2,000,000	
Federal Grant Revenue		5,261,268	2,086,100	
Mid Term Adjustment State Allocation		<u>0</u>	<u>0</u>	
CURRENT YEAR REVENUE		37,717,221	33,765,494	
Prior Year Carryover		<u>3,528,472</u>	<u>5,714,968</u>	
Total Revenue		41,245,693	39,480,463	
Projected Expenses				
Certified Salaries		18,032,632	18,506,151	
Support Salaries		5,743,503	5,809,310	
Certified Benefits		5,028,529	5,218,162	
Support Benefits		1,679,447	1,689,318	
Purchased Professional & Technical Services		876,199	902,485	
Contracted Property Services		166,243	171,230	
Other Contracted Services		802,174	568,739	
Supplies & Materials		1,941,219	1,754,078	
Property Expenses		408,770	172,865	
Other Objects		844,429	869,762	
Total Expenses		35,523,144	35,662,099	
Projected Carryover		5,722,549	3,818,363	11.31%
The following increases are included:				
Estimated cost of step				
4 new positions				
Pathway stipends				

UTILITIES COMPARISON 2022-23 TO 2024-25

	410	623	624	625	627	MO	YTD			
	<u>Water</u>	<u>Diesel</u>	<u>Electricity</u>	<u>Gasoline</u>	<u>Nat'l Gas</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>MONTHLY</u>	<u>YEAR</u>	
								<u>INCR/DECR</u>	<u>INCR/DECR</u>	<u>%</u>
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	50,798	4,986	2,037	73,671	73,671	2,561	2,561	3.60%
August 23	15,604	1,081	78,405	4,537	1,114	100,741	174,412	4,411	6,972	4.16%
Sep 23	11,196	9,589	94,208	4,416	538	119,947	294,359	-1,192	5,780	2.00%
Oct 23	13,480	17,850	113,443	7,095	866	152,734	447,093	10,746	16,527	3.84%
Nov 23	14,084	18,877	91,697	6,732	2,592	133,983	581,076	-498	16,028	2.84%
Dec 23	4,173	16,294	59,722	4,694	7,201	92,084	673,159	5,038	21,067	3.23%
Jan 24	23,918	9,424	49,427	2,626	11,348	96,743	769,902	-44,500	-23,433	-2.95%
Feb 24	16,832	11,391	37,909	3,164	27,926	97,221	867,123	-9,989	-33,423	-3.71%
Mar 24	18,788	16,023	44,694	3,468	9,960	92,933	960,056	-20,149	-53,572	-5.29%
Apr 24	31,541	15,234	42,541	4,109	7,451	100,876	1,060,932	-9,225	-62,797	-5.59%
May 24	16,466	19,605	39,103	5,102	3,059	83,333	1,144,266	-15,722	-78,519	-6.42%
June 24	12,987	14,444	45,331	4,494	2,175	79,432	1,223,697	-9,946	-88,465	-6.74%
July 24	9,277	4,988	50,782	4,350	0	69,397	69,397	-4,274	-4,274	-5.80%

July 29, 2024

Drumright Campus

3 CT Circle
Drumright, OK 74030
918.352.2551

Pipeline & OQ Training
918.352.4517

**Transportation &
Safety Education**
918.352.7311

Business Development
201 N Settle Dr
Drumright, OK 74030
918.352.4516

Sapulpa Campus

1720 S Main St
Sapulpa, OK 74066
918.224.9300

**Industrial &
Safety Training**
1612 S Main St
Sapulpa, OK 74066
918.224.0235

Mr. Rob Armstrong, Superintendent
Sapulpa Public Schools
3 South Mission
Sapulpa, OK 74066

Dear Rob:

The State Board of Education grants technology centers the opportunity to offer academic credits. The following academic credits are available to students at Central Technology Center:

- **Computer science credit** is available for several courses at Central Tech utilizing extensive computer science skills. *(Please refer to the attached sheet for specific information for each course.)* Approval can be obtained through **Oklahoma's Promise** for students to substitute two **computer science** courses for the foreign language requirement. The computer science credit also meets the requirements for **College Prep/Work Ready and CORE Diploma Pathways**. Counselors with students needing this credit should visit with Central Tech counselors to make this request.
- Central Tech also offers **Anatomy and Physiology** with a certified science instructor teaching these courses as lab science classes. Health Careers students take Anatomy and Physiology on the Drumright and Sapulpa campuses.
- At Drumright, Pre-Engineering Academy students will receive at least one math credit and one science credit each year. Biomedical Science students will receive three science credits and one math credit each year. Lab science options include **Anatomy, Physiology, Chemistry, and Physics**. Mathematics options include **Algebra II, AP Calculus AB, Geometry, and Pre-Calculus**.
- **Senate Bill 1370** allows for the acceptance and completion of one year of a full-time, three-hour career and technology program leading to an industry credential/certificate or college credit to count for a third math to meet graduation requirements for students on the CORE curriculum. It is your local board's decision as to how to transcript this credit.

The State Board of Education requests that your Board approve these course offerings as part of your school district's curriculum to allow your students to receive the appropriate academic credits. Please email the board minutes showing approval to lori.lee@centraltech.edu in PDF format or mail them to her attention. (Academic Course list attached.)

If you have questions, please contact LaDonna Gear, at 918-352-2551, extension 274.

Thank you for your support.

Sincerely,



Kent Burris, Superintendent

CENTRAL TECHNOLOGY CENTER

Course Information for Accreditation Report 2024-2025

Program Name	Credit Type	Subject Code	Total Credits	OK promise	eligible for SB 1370 Core Math

***students can ONLY earn a total of 4 credits each year**

Advanced Health Careers (2nd Year Students Only)					approved
Second Year Students:					
Health Studies - Advanced	Elective credit	9400	4		9400

Automotive Service Technology					approved
First Year Students:					
Automotive Service Technology	Elective credit	9906	4		9906
Second Year Students:					
Automotive Service Technology - Specialized	Elective credit	9907	4		9907

Biomedical Sciences (Biomedical students will receive THREE science credits and ONE math credit each year)					N/A
First Year Students:					
PLTW Principles of Biomedical Science (Fall) *honors	Science credit	8706	1	OKP	
PLTW Human Body Systems (Spring) *honors	Science credit	8707	1	OKP	
Academic Options: (students are placed into <u>ONE</u> academic math & <u>ONE</u> academic science)					
Geometry *honors	Math credit	4520	1	OKP	
Algebra II *honors	Math credit	4412	1	OKP	
Pre-Calculus *honors	Math credit	4611	1	OKP	
Anatomy and Physiology	Science 1 credit	5333	1	OKP	
Chemistry *honors	Science credit	5051	1	OKP	
Physics *honors	Science credit	5211	1	OKP	
Second Year Students:					
PLTW Medical Interventions (Fall) *honors	Science credit	8708	1	OKP	
PLTW Biomedical Innovation (Spring) *honors	Science credit	8719	1	OKP	
PLTW Introduction to Engineering Design *honors	Computer Science	8709	1	OKP	
Academic Options: (students are placed into <u>ONE</u> academic math & <u>ONE</u> academic science)					
Algebra II *honors	Math credit	4412	1	OKP	
Pre-Calculus *honors	Math credit	4611	1	OKP	
AP Calculus AB *honors	Math credit	4615	1	OKP	
AP Biology *honors	Science credit	5035	1	OKP	
Physics *honors	Science credit	5211	1	OKP	
Pre-Calculus *honors	Math credit	4611	1	OKP	
* honors courses follow an honors grading scale					

Business and Information Technology (a student enrolled in "Entrepreneur" major is eligible to get a credit for PFL) approved					
First Year Students:					
Administrative Support	Elective credit	9202	2		
Fundamentals of Technology	Computer Science	8169	1	OKP	
Fundamentals of Administrative Technologies	Computer Science	8103	1	OKP	
Second Year Students:					
Administrative Support - Advanced	Elective credit	9226	4		9226

Computer Aided Drafting approved					
First Year Students:					
Computer-Aided Drafting Construction	Elective credit	9054	3		9054
Fundamentals of CADD	Computer Science	8905	1	OKP	
Second Year Students: (students will choose Manufacturing CADD <u>OR</u> Architectural CADD)					
Computer-Aided Drafting Manufacturing	Elective credit	9681	3		9681
Manufacturing CADD	Computer Science	8906	1	OKP	
Architectural CADD	Computer Science	8903	1	OKP	

Construction Trades approved					
First Year Students:					
Carpentry	Elective credit	9053	4		9053
Second Year Students:					
Carpentry - Specialized	Elective credit	9078	4		9078

Cosmetology (students CANNOT be pulled out of this program for an academic credit) approved					
First Year Students:					
Cosmetology	Elective credit	9478	4		9478
Second Year Students:					
Cosmetology - Specialized	Elective credit	9488	4		9488

Criminal Justice approved					
First Year Students:					
Criminal Justice	Elective credit	9629	4		9629
Second Year Students:					
Criminal Justice - Specialized	Elective credit	9638	4		9638

Diesel Technology approved					
First Year Students:					
Medium/ Heavy Diesel Service	Elective credit	9912	4		9912
Second Year Students:					
Medium/ Heavy Diesel Service - Specialized	Elective credit	9913	4		9913

Digital Media						approved
First Year Students:						
Multimedia Technology (spring)	Elective credit	9540	2			
Fundamentals of Technology (fall)	Computer Science	8169	1	OKP		
Multimedia and Image Management Techniques (fall)	Computer Science	8150	1	OKP		
Second Year Students						
Multimedia Technology - Specialized	Elective credit	9541	4			9541

Electrical Trades						approved
First Year Students:						
Electricity	Elective credit	9057	4			9057
Second Year Students:						
Electrical Trades	Elective credit	9058	4			9058

Facilities Maintenance						approved
First Year Students:						
Introduction to Construction Technology	Elective credit	9098	4			9098
Second Year Students:						
Construction Technology - Specialized	Elective credit	9099	4			9099

Graphic Design						approved
First Year Students:						
Graphic Communications	Elective credit	9133	4			9133
Second Year Students						
Graphic Communications - Specialized	Elective credit	9144	4			9144

Health Careers *Students will receive Anatomy&Physiology <u>OR</u> a Biology II credit						approved
First Year Students:						
Health Studies	Elective credit	9321	3			9321
Anatomy and Physiology	Science 1 credit	5333	1	OKP		
Biology II	Science 1 credit	5032	1			

Heating, Ventilation, A/C						approved
First Year Students:						
Heating, Ventilation, A/C	Elective credit	9059	4			9059
Second Year Students:						
Heating, Ventilation, A/C - Specialized	Elective credit	9080	4			9080

Industrial Automation						approved
First Year Students:						
Mechatronics	Elective credit	9723	4			9723
Second Year Students:						
Mechatronics - Specialized	Elective credit	9724	4			9724

Medical Assisting *Students will receive Anatomy&Physiology OR a Biology II credit						approved
First Year Students:						
Medical Services- Medical Assisting	Elective credit	9326	3			9326
Anatomy and Physiology	Science 1 credit	5333	1	OKP		
Biology II	Science 1 credit	5032	1			
Second Year Students:						
Medical Services - Advanced	Elective credit	9388	4			9388

Medical Front Office						approved
First Year Students:						
Business Information Management - Medical	Elective credit	9230	3			9230
Anatomy & Physiology	Science 1 credit	5333	1	OKP		
Second Year Students:						
Business Information Management - Medical - Advanced	Elective credit	9231	3			9231
Fundamentals of Administrative Technologies	Computer Science	8103	1	OKP		

Network Security and Administration						approved
2024-2025						
Network Security	Computer Science	8131	2	OKP		
Cybersecurity Basics	Computer Science	8256	2	OKP		
2023-2024						
Computer Repair & Trouble Shooting I	Computer Science	8136	2	OKP		
Computer Repair & Trouble Shooting II	Computer Science	8137	2	OKP		

Pharmacy Technology						approved
First Year Students:						
Pharmacy Services	Elective credit	9334	4			9334

Pipeline Technology						approved
First Year Students:						
Pipeline Technology	Elective credit	9935	4			9935
Second Year Students:						
Pipeline Technology Specialized	Elective credit	9936	4			9936

Plumbing						approved
First Year Students:						
Plumbing	Elective credit	9067	4			9067
Second Year Students:						
Plumbing - specialized	Elective credit	9095	4			9095

Powersports Technology						approved
First Year Students:						
Motorcycle Technology	Elective credit	9914	4			9914
Second Year Students:						
Motorcycle Technology - specialized	Elective credit	9927	4			9927

Pre-Engineering Academy (Pre-Engineering students will receive ONE math and ONE science credit each)					N/A
First Year Students:					
PLTW Civil Engineering & Architecture *honors	Elective credit	8713	1		
PLTW Introduction to Engineering Design *honors	Computer Science	8709	1	OKP	
Academic Options: (students are placed into <u>ONE</u> academic math & <u>ONE</u> academic science)					
Geometry *honors	Math 1 credit	4520	1	OKP	
Algebra II *honors	Math 1 credit	4412	1	OKP	
Pre-Calculus *honors	Math 1 credit	4611	1	OKP	
Chemistry *honors	Science 1 credit	5051	1	OKP	
Physics *honors	Science 1 credit	5211	1	OKP	
Second Year / Third Year Students (students will be placed in <u>TWO</u> PLTW courses listed below each year)					
PLTW Aerospace Engineering *honors	Science credit	8715	1	OKP	
PLTW Principles of Engineering *honors	Computer Science	8710	1	OKP	
PLTW Digital Electronics *honors	Math credit	8711	1	OKP	
PLTW Computer Integrated Manufacturing *honors	Computer Science	8712	1	OKP	
PLTW Capstone *honors	Elective credit	8716	1		
PLTW Computer Science Principles *honors	Computer Science	8860	1	OKP	
Academic Options: (students are placed into <u>ONE</u> academic math & <u>ONE</u> academic science)					
Algebra II *honors	Math credit	4412	1	OKP	
Pre-Calculus *honors	Math credit	4611	1	OKP	
AP Calculus AB *honors	Math credit	4615	1	OKP	
AP Biology *honors	Science credit	5035	1	OKP	
Physics *honors	Science credit	5211	1	OKP	
* honors courses follow an honors grading scale					

Welding and Fabrication Technology					approved
First Year Students:					
Welding	Elective credit	9707	4		9707
Second Year Students:					
Metal Fabrication	Elective credit	9702	4		9702

Academic Courses are taught by highly qualified certified math and science instructors. The units given for the tech program is reduced by one credit for each academic credit taken. Academic options are listed above in the Health Careers, Biomedical and Pre-Engineering programs only.

Senate Bill 1370 allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program leading to an industry credential/certificate (endorsed or aligned) or college credit to count for a third math to meet graduation requirements for students on the CORE curriculum.

It is the local board decision as to how to transcript this credit.

SB 1370 – Transcription Guidance for Counselors According to 70 O.S. § 11-103.6(D)(2)(g), as amended by Senate Bill 1370 (2018), an approved CareerTech (CTE) course may be used to satisfy one unit of mathematics credit for students on the Core Curriculum pathway. For ease of reading and understanding the transcript, a footnote may be added. Sample language for the footnote is provided below:

Pursuant to 70 O.S. § 11-103.6(D)(2)(g), students on the Core Curriculum Pathway may satisfy one mathematics credit with either Computer Science or acceptance and successful completion of one (1) year of a full-time, three-hour career and technology program leading to an industry credential/certificate or college credit.

House Bill 3278 - D. Beginning with students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete a minimum of the following twentythree (23) curriculum units or sets of competencies at the secondary level:

2. Four units or sets of competencies of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. **The other two units** may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, **an approved full-time postsecondary career and technology program**, or **locally approved math based application course**, or any mathematics course with content and/or rigor above Algebra I;

G. For purposes of this section: 1. "**Contextual methodology**" means academic content and skills taught by utilizing real-world problems and projects in a way that helps students understand the application of that knowledge; 2. "**Locally approved**" means approved by the local school district board of education; 3. "**Math based application course**" means a course that teaches math content within a real-world application; 4. "**Pathway unit**" means a course taken by a high school student that is aligned with the student's current Individualized Career and Academic Plan (ICAP);



SAPULPA PUBLIC SCHOOLS

511 E Lee
Sapulpa, OK 74066-4633
918-224-3400
FAX 918-216-1006

Robert Armstrong
Superintendent

August 12, 2024

To Whom it May Concern:

On August 12, 2024, the Sapulpa Public Schools Board of Education voted on and approved an option to calculate our school calendar using 1080 hours with a minimum of 165 days. Senate Bill 441 allows school districts to calculate their school year based on 180 days or 1080 hours with a minimum of 165 days of instruction. By selecting hours, the district has the flexibility to modify the school calendar due to weather-related school closings by either adding minutes or hours to the school day to reach the 1080 hours. Please see the attached Board Notes as documentation.

Melinda Ryan
Board President
Sapulpa Public Schools

Rob Armstrong
Superintendent
Sapulpa Public Schools



ORDER FORM

PO Box 292632
Lewisville, TX 75029
Phone 469-464-5420
EIN #85-1398467

ORDER #: **SQ-0723**
DATE: **06/07/2024**

BILL TO: Sapulpa Public Schools - OK
511 East Lee
Sapulpa, OK 74066-4699

QUANTITY	PRODUUCT	UNIT PRICE	LINE TOTAL
1	Deluxe Professional Development	\$0.00	\$0.00
40	Student Seat License - 1 Year	\$200.00	\$8,000.00
		Subtotal	\$8,000.00
		Total	\$8,000.00

- Notes
1. Agreement for 24-25 school year.
 2. 40 Student Licenses.
 3. Additional License over 40 will be invoiced at a rate of \$200 per student quarterly.
 4. Professional Development includes:
 - Virtual Implementation Training
 - Virtual Admin/Domain Training
 - Virtual Teacher Training
 5. Continuous customer support will be provided for the duration of the agreement.
 6. Print is available for \$100 per course.

Signature:

Please Send Invoices to:

Signature _____ Date: _____ Name _____
Title _____ Date: _____ Email _____

Bright Thinker Contact

Name _____ Signature _____ Date: _____

TERMS AND CONDITIONS

Execution of this Order Form shall bind the signatories below (the "Parties") to the BRIGHTTHINKERTM License Agreement and the BRIGHTTHINKERTM Privacy Policy, the terms and conditions of which are located at <https://brighthinker.com/legal-disclosures/>, as may be amended, supplemented, or changed from time to time without notice. In the event of a conflict, the provisions of the BRIGHTTHINKERTM License Agreement shall supersede the Order Form or the BRIGHTTHINKERTM Privacy Policy.

Sapulpa Public Schools
ABA Services Agreement
School Year 2024-2025

This Agreement is entered into on the 12th day of August, 2024 by and between Independent School District No. 33 of Creek County, Oklahoma ("District") and Pathways ("Provider"), together referred to as the Parties.

RECITALS:

WHEREAS, the District and Provider desire to enter into a service agreement mutually advantageous to both parties.

WHEREAS, the District agrees to allow access to school-based Applied Behavioral Analysis behavioral therapy services from the Provider for private insurance-eligible students for the 2024-2025 school year at District's elementary and secondary schools.

WHEREAS, Provider desires to provide school-based behavioral therapy services and family support services under the terms and conditions of this Agreement and pursuant to private (non-school) compensation arrangements herein referenced.

NOW, THEREFORE, the parties agree as follows:

1. Provider shall designate Provider Employee(s) to deliver behavioral therapy to students and consultation services to staff at the assigned schools. The Provider Employee will possess licensure as a Board Certified Behavior Analyst or be under supervision of a Board Certified Behavior Analyst in preparation for licensure in the State of Oklahoma.
2. The Provider Employee, with parent permission, will provide services to eligible District students, that include Applied Behavioral Analysis Therapy, case management, and (as relevant to services) attendance of student-focused meetings - all of which are subject to the expectations of the Special Services Department and/or the principal of the school to:
 - a. Determine specific school based therapeutic needs in collaboration with special education administrators, building level administrators, parent/guardians, provider Board Certified Behavior Analyst, and classroom staff members to plan appropriate service times and improve services provided to each eligible District students as dictated by the student's individual needs and capacity within the classroom setting;
 - b. Orient, train, and consult with professional and nonprofessional staff in ABA techniques/strategies that can be used in the classroom setting;
 - c. Provide verbal and/or written reports to the District on a mutually agreeable schedule;

- d. Provide in-service training for staff and families as mutually agreed upon by Parties to this Agreement;
3. In the event that the Provider Employee providing services under this Agreement is not providing services in accordance with the stated direction of the Special Services Office and/or building principal, the designated Provider administrative representative will be contacted. In the event that said issues are not resolved, Provider will, upon written request by the District, immediately remove Provider's Employee from the school. In addition, all issues Provider's Employees have will be managed through Provider and not the District.
4. Provider is an independent contractor and acknowledges and agrees that Provider's Employees are employees of Provider and not the District. Nothing in this Agreement shall be construed to constitute the Provider as an agent or employee of District, nor shall anything contained in this Agreement be construed to constitute the District as an agent of the Provider. All wages, taxes, benefits, and other employment-related expenses and duties associated with the Provider's Employee are the sole responsibility of the Provider.
5. Services under this Agreement will extend from August 12, 2024 to June 30, 2025. The Provider Employee will provide services at the assigned school site only during school hours, upon appointment, when the particular school is in session according to the District's 2024-2025 school calendar. Provider must have parent permission to provide services during the school day and Provider is solely responsible for obtaining parent permission in writing, and will provide written proof of parent consent, upon request.
6. Provider will maintain all records, logs, and documentation, including student progress notes, prepared by the Provider Employee, in compliance with the Family Educational Rights and Privacy Act {FERPA} and any other applicable state and federal laws regarding the confidentiality of student information.
7. Provider agrees to and shall defend, indemnify, and hold the District, its officers, administrators, board members, employees, agents, assigns, and attorneys harmless from and against any and all liability, loss, or expense including reasonable attorneys's fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
8. Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy and Professional Liability insurance policy (PL) insuring Provider in an amount not less than \$1,000,000.00 for each occurrence, at its own expense, and will provide written proof of such coverage, upon request.
9. Further, Provider affirms that its employees and any subcontractor who will be on District property and acting on behalf of Provider in performance of this

Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

10. Provider Employees will operate in accordance with the applicable federal and state laws and regulations and District policies, rules, regulations, and applicable guidance. The District will provide written documentation of relevant District policies to Provider, who will then be responsible for training Provider Employees, maintaining proof of training, and providing such proof upon request by the District. District special education administrators and/or building principals will supervise the day-to-day provision of these services.
11. The District and Provider agree that student safety is a top priority. In an effort to protect student safety, Provider agrees that it will neither hire nor assign any individual whether as officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Provider shall submit written proof to the District's Special Services Office that all applicable Provider Employees have passed background checks and had training in universal precautions, CPR and first aid, prior to entering any school to provide services to this Agreement. The District Special Services Office shall thereafter submit a list of approved Provider Employees who have met these criteria to the assigned school. All Provider Employees must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider. If, at any time, a Provider Employee demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.
12. Before providing services to a particular student on school property, Provider must provide proof that they sought and obtained written permission from the student's parent or legal guardian. Provider Employees may see a student only at the time specified during the consultation meeting. Provider shall ensure that the Special Services Office has a current list of all students being served by the Provider.
13. A designation of Services by the Provider or a Provider Employee will not be written into a student's IEP or 504 Plan.
14. The Special Services Office will meet with the Provider at the end of the school year, and more often as needed, to review program components to ensure that delivery of services are in accordance with this Agreement.
15. Either Provider or the District may choose to discontinue services during the term of this Agreement for any reason with thirty (30) calendar days written notice. Any such termination of this Agreement by the District may be effectuated by the Superintendent of the District or the Superintendent's designee.

16. No failure or delay in the exercise of any right, remedy, power, or privilege hereunder shall preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege. The rights, remedies, powers, and privileges herein provided are cumulative and not exclusive of any rights, remedies, powers, and privileges provided by law or in equity.
17. Provider, under no circumstances, will bill or attempt to bill the District for any services provided. All Provider compensation will be arranged through the student's private insurance carrier. The district will not bill, or attempt to bill, provider or private insurance company for any supervision that may be provided by school employed Board Certified Behavior Analyst.
18. THIS CONTRACT IS NOT ASSIGNABLE, AND THE OBLIGATIONS OF THIS CONTRACT MAY NOT BE SUBCONTRACTED OR OTHERWISE DELEGATED TO OTHERS.
19. This Agreement constitutes the entire agreement of the parties with respect to the subject matter, and may be amended only in a writing signed by both parties.

IN WITNESS WHEREOF, the District and Provider have executed this Agreement on the day and year, first above written.

INDEPENDENT SCHOOL DISTRICT NO. 33
OF CREEK COUNTY, OKLAHOMA

President, Board of Education

DATE

(ABA Clinic, Owner)

DATE



Professional E-Rate Management Services – Fee Schedule Sapulpa Public Schools, Sapulpa, OK

Re: E-Rate Consulting Services – Multi Year Renewal Option E-Rate FY 2025-26

This letter is to confirm that **Sapulpa Public Schools** will exercise the renewal option as stated on the May 2019 Master Services Agreement, "Term of this agreement shall be effective from date of execution of this agreement through June 30, 2020, with up to four (4) subsequent twelve-month renewals subject to mutual ratification in writing by both parties. Execution of the annual fee schedule shall be considered mutual ratification".

☒ **2nd Auto renewal, FUNDING YEAR: 2025-2026**

Fees for requests for funding In the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR Three Percent (3%) of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2025 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2025 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2025 (07/01/2025-06/30/2026)

Category of Service	Description	Amount	Billing Date
Category 1 (C1) Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	\$4,144.14	January 2025
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
Category 2 (C2) Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	\$850.00	March 2025
	Pre and Post Funding for C2 Services	3.5% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2024 – JUNE 30, 2025

OUSF Document and Compliance Services. Includes preparation and submission of applicant affidavit(s) and assistance with document requests.	Check YES to request
Annual cost \$874.50 – billed January 2025	☐ YES
OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at \$175/hour	☐ NO

Payment terms are net 30 days, unless otherwise noted. Kellogg & Sovereign may charge interest on amounts which are overdue for more than 30 days, with interest to be calculated up to 12% or as applicable by law. If bills are not paid on a timely basis, Kellogg & Sovereign has the right to cease work and communicate it to the applicant. If collection efforts are required, Kellogg & Sovereign Consulting shall be entitled to recover all costs and fees, including reasonable attorneys' and collection agencies' fees and other charges, incurred in connection with such collection efforts. **Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.**

Credit card processing fees. If this is the Client's selected payment method, any credit card processing fees will be added to the next invoice.

Out of pocket expenses. In addition to the E-Rate fees defined in this fee schedule, Client shall reimburse K&S for any all reasonable and necessary out-of-pocket costs and expenses (including without limitation legal consultations, postage and other delivery costs and similar expenses) incurred by K&S. Client must be formally informed in advance and must agree in writing with the expenses or costs before it is incurred.

Should we encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation and of any added cost, and you will have the opportunity to agree to any additional expenses in advance. Our charges for other services will be agreed to separately.

Kellogg & Sovereign® Consulting is not a law firm, and we are not authorized to practice law. Any matters which require an attorney shall be contracted separately with appropriate legal counsel.

Termination

Either party may, upon written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. K&S will be released from responsibility for completion of any remaining services listed in this agreement immediately upon receipt of the termination notice.

Liability

K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to our clients. However, the rules, regulations, and guidelines for the universal service discount mechanism (E-Rate) are voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed/emailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the Universal Service Administrative Company (USAC) regarding the interpretation of the rules will not constitute an error or omission if you have been advised of the difference in opinion.

Disclaimer

Due to uncertainties inherent in SLD/USAC's funding process, Kellogg & Sovereign® Consulting does not warrant or guarantee ECF funding will be received as a result of this contractual agreement.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

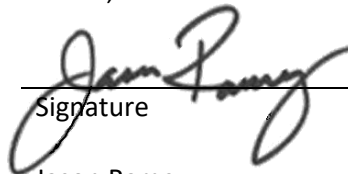
IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR:
Sapulpa Public Schools
511 East Lee
Sapulpa, OK 74066

FOR:
Kellogg & Sovereign Consulting
3010 LBJ Freeway, Suite 1200, No. 450
Dallas, TX 75234

Signature:

Email: jlawrence2@sapulpaps.org



Signature

Jason Ramey

Printed Name

Printed Name

CEO

Title

Title

May 17, 2024

Date

Date

SchoolSpace Subscription Agreement

This SchoolSpace Subscription Agreement is entered into between Venyooz, Inc. ("**Venyooz**"), located at 3435 Ocean Park Blvd #107-96, Santa Monica, CA 90405, and Sapulpa Public Schools ("**Client**"), located at 511 East Lee, Sapulpa, OK 74066. This Agreement is effective as of the last date signed below (the "**Effective Date**"). The parties agree as follows:

1. DEFINITIONS

- a. "**Affiliated User**" means an employee, consultant, contractor, or agent who is authorized by Client to use the Service exclusively for the benefit of Client and who is supplied (by Client or Venyooz at Client's request) a user identification and password.
- b. "**Agreement**" means this Subscription Agreement, together with any attached exhibits, schedules, addenda, as well as all Order Forms processed in connection with this Agreement.
- c. "**Audit Claim**" means any credit or debit to be made to the Estimated Total Fees paid by a Renter, as determined by the Client after completion of an Event.
- d. "**Client Content**" means all electronic data or information that is submitted by or on behalf of Client to the Service, including written text, photographs, videos or other images that Client submits, displays, or posts on or through the Service.
- e. "**Estimated Total Fees**" means the sum total of the fees estimated by Client for an approved Event based on information known when the requested Event is approved.
- f. "**Event**" means a Renter's use of a specific Space during a specific period of time.
- g. "**Facility Use Agreement**" means the final terms agreed upon between Client and a Renter in connection with the scheduling of one or more Events.
- h. "**Insurance Fees**" means the fees paid by Renters for insurance offered through the Service.
- i. "**Malicious Code**" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.
- j. "**Order Form**" means a document specifying the Service to be provided under this Subscription Agreement.
- k. "**Pre-Payment Date**" means the date specified by Client (neither less than 3 days nor more than 14 days prior to an Event) that a pre-payment (if required) is to be collected from a Renter.
- l. "**Processing Fees**" means the charges assessed by Venyooz for payment processing services, as described on Order Forms.
- m. "**Property**" means a physical property owned or controlled by the Client, which contains one or more Spaces that may be used or rented through the Service.
- n. "**Renter**" means a party who arranges for the temporary use of one or more Spaces by using the Service.
- o. "**Request**" means a formal proposal submitted through the Service for the use of one or more Spaces in connection with one or more Events.
- p. "**Reserve**" means a maximum additional amount (specified by the Client) that a Renter must agree in advance to pay if the actual fees for an Event exceed the Estimated Total Fees.

- q. "**Service**" means the online facilities scheduling and rental software branded under the names Venyooz and SchoolSpace that are described herein.
- r. "**Space**" means a distinct, well-defined physical area within a Property that may be requested by Affiliated Users or Renters.

2. SERVICES

- a. **Provision of Services.** Subject to the terms and conditions of this Agreement, Venyooz grants Client during the Term a non-exclusive, non-transferable, non-sublicenseable, limited right to access and use the Service for the sole purpose of facilitating Space scheduling and rentals. This limited right shall apply to the number of Properties specified on the Order Form. If, during the subscription term, Client wishes to increase the number of Properties subject to this right, Client may so notify Venyooz, which will arrange for such additional use of the Service and determine whether an adjustment to Client's Subscription Fee (as defined below) is warranted.
- b. **Ownership of Services.** Except for the limited rights granted in Section 2.a above, Venyooz retains all right, title and interest, including all intellectual property rights, in and to the Service. No rights are granted to Client under this Agreement other than as expressly set forth herein.
- c. **Affiliated Users.** Client (i) is responsible for Affiliated Users' compliance with, and any breach of, this Agreement, (ii) is responsible for the accuracy, quality and legality of Client Content, (iii) will prevent unauthorized use of the Service by any Affiliated User and notify Venyooz promptly of any unauthorized use, and (iv) will use the Service only in accordance with the terms of this Agreement. Except as set forth herein, Client may not permit any third party to access the Service.
- d. **Limitations on Use of Service.** Client will not, and will not permit any Affiliated User or third party to, (i) make the Service available to anyone other than authorized Affiliated Users, (ii) sell, resell, rent or lease any portion of the Service, (iii) use the Service to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (iv) use the Service to store or transmit Malicious Code, (v) interfere with or disrupt the integrity or performance of the Service or third-party data contained in the Service, (vi) attempt to gain unauthorized access to the Service, (vii) exceed any established usage limits for the Service, or (viii) access the Service using "bots" or "spiders" or any automated system that calls to the Service more frequently than may reasonably be performed by a human user via a standard web browser; (ix) create any derivative work based on the Service except as expressly permitted by this Agreement, (x) copy, frame or mirror any part or content of the Service, (xi) reverse engineer any portion of the Service, or (xii) access the Service in order to (1) build a competitive product or service or (2) copy any feature, function or graphic of the Service.

3. CLIENT CONTENT

By submitting, posting or displaying Client Content on or through the Service provided by Venyooz, Client grants Venyooz a worldwide, royalty-free, and non-exclusive license to host, copy, transmit and display that Client Content for the sole purpose of enabling Venyooz to provide the Service. Subject to the limited rights granted by Client under this Agreement, Venyooz acquires no right, title or interest from Client or its licensors in or to Client Content. Client will not submit, post, or display any Client Content on the Service that violates the privacy rights, publicity rights, copyrights, contract rights, intellectual property rights, or any other rights of any person. Venyooz may calculate aggregate statistics about its customers' content, including Client Content, and use those statistics (but not the underlying Client Content) in connection with Venyooz's business, including, without limitation, for purposes of sales, marketing, business development, product enhancement, or customer service.

4. FEEDBACK

Client may choose to, and Venyooz may invite Affiliated Users to, submit comments, suggestions, or ideas about the Service, including without limitation about how to improve the Service ("**Ideas**"). By submitting an Idea, Client agrees that such submission is made voluntarily, without any restriction on the use of the Idea and without any expectation of compensation to Client and without any fiduciary or other obligation to Client, leaving Venyooz free to use the Idea in any manner Venyooz deems appropriate. Client grants to Venyooz and its affiliates a royalty-free, worldwide, irrevocable, perpetual and unlimited license to use any Idea provided by Client or Affiliated Users.

5. INSURANCE COVERAGE

The Service may provide Renters with an opportunity to purchase liability insurance in connection with Events, such insurance to be underwritten by a third party insurer. If Venyooz offers such insurance to Renters, Venyooz will use commercially reasonable efforts to ensure that the insurance offered meets or exceeds any insurance coverage minimum requirements communicated to Venyooz by Client.

6. SUBSCRIPTION FEES

- a. **Subscription Fees.** Client will pay the fees specified in the applicable Order Form for the use of the Service (the "**Subscription Fees**"), according to the payment schedule set forth on the Order Form. Except as otherwise specified in this Agreement or on an Order Form, the Subscription Fees are based on the contracted Service and not on actual usage. All Subscription Fees are non-refundable.
- b. **Late Charges.** Payments that are more than 60 days late will accrue interest at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law. Venyooz reserves the right to, upon 10 days' prior notice to Client, suspend Client's license to use the Service until the overdue amounts and interest are paid in full.
- c. **Taxes.** The Subscription Fee does not include any taxes, levies, duties or similar governmental assessments of any nature, including value-added, sales and use, or withholding taxes, assessable on Client by any jurisdiction (collectively, "**Taxes**"). Client is responsible for paying all Taxes associated with revenues Client receives as a result of this Agreement. If a legal obligation is imposed on Venyooz to pay or collect Taxes for which Client is responsible, Client will pay that amount on behalf of Venyooz or reimburse Venyooz if the payment has already been made by Venyooz.

7. RENTAL FEES

- a. **Online Payment Process.** When Client approves a Request, Client will specify the Estimated Total Fees and Reserve amount for each approved Event. Client will also specify whether Renter will be charged before the Event ("**Pre-Payment**") or after the Event ("**Post-Payment**"). Renter will then be asked to review all Facility Use Agreement terms, including the Estimated Total Fees and Reserve amounts for each Event, provide a method of payment, and confirm the Facility Use Agreement.
 - i. **Pre-Payment.** If Client specifies that Pre-Payment is to be made, Venyooz will collect payment from Renter in an amount equal to the Estimated Total Fees on the relative Pre-Payment Date specified by Client. The collected Estimated Total Fees will be held in a secure, non-interest-bearing escrow-type account until the Audit Claim is submitted or the Audit Period concludes, whichever comes first.

- ii. **Ownership of Pre-Payments.** Client will have no ownership interest in, or right to receive, pre-payments of Estimated Total Fees until the Audit Claim is submitted, or the Audit Period concludes, whichever comes first.
 - iii. **Post-Payment.** If Client specifies that Post-Payment is to be made, Venyooz will collect the Estimated Total Fees, subject to any Reserve, from Renter upon submission of the Audit Claim or conclusion of the Audit Period, whichever comes first.
- b. **Online Payments.** To the extent that Client permits Renters to pay for Events online, Venyooz will accept credit card payments and ACH debits and will transfer the gross amount of said funds less Processing Fees and insurance-related payments ("**Net Payment**") to a bank account designated by Client. Client authorizes Venyooz and its payment partners to charge, receive, hold, and disburse funds on Client's behalf. Client further agrees that it is not entitled to any interest or other compensation while funds are being held by Venyooz.
- c. **Offline Payments.** Should Client decide to accept payments offline directly from Renters, Venyooz will bear no responsibility for the receipt, processing, transfer, or refund of such payments. Further, Client will promptly enter such payment data on the Service (with Client being solely responsible for the accuracy of such data), and Venyooz will periodically bill Client for any applicable offline Processing Fees and Insurance Fees on a schedule specified on the Order Form.
- d. **Cancellation of Event.** Should an Event be cancelled in advance of the Event date either by Renter or Client, Client will determine whether any monies are owed by Renter in connection with the cancelled Event and indicate the amount within the cancellation form provided through the Service. If Pre-Payment has been made, then Venyooz will then transfer to Client the Estimated Total Fees, less any authorized Processing Fees, and return any balance to Renter. If no payment has previously been received from Renter (Post-Payment), Venyooz will charge Renter the specified amount owed by Renter in connection with the cancelled Event.
- e. **Audit Claims.** Within 14 days following completion of an Event (the "**Audit Period**"), Client will assess the Event and submit, if it chooses, an Audit Claim to Venyooz indicating any additional fees to be charged to the Renter (such additional fees may not exceed the Reserve amount) or any amounts to be refunded to Renter. No adjustments to Event charges will be processed by Venyooz if an Audit Claim is not received before the end of the applicable Audit Period, at which time Venyooz will remit to the Net Payment due to Client out of the fees collected from Renter. Client must seek any charges in excess of the Reserve amount and/or after conclusion of the Audit Period directly from Renter.
- f. **Chargebacks.** Should a Renter formally file a dispute with his/her bank or credit card company regarding a payment processed online through Services on behalf of Client, Venyooz will make information relating to the disputed transaction available to both Client and Renter. If such dispute results in the withholding of the disputed payment ("**Chargeback**") pending resolution of the dispute, Client will pay Venyooz a Processing Fee of \$25 in connection with the disputed payment, regardless of how the dispute is resolved (e.g., regardless of who, if anyone, is determined to be at fault).

8. CONFIDENTIALITY

- a. **Definition of Confidential Information.** "**Confidential Information**" means all information disclosed by a party ("**Disclosing Party**") to the other party ("**Receiving Party**"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information includes, but is not limited to the business and marketing plans, technology and technical

information, product plans and designs, and business processes disclosed by the Disclosing Party. However, Confidential Information does not include any information that the Receiving Party can show by competent evidence (i) is or becomes generally known to the public without breach of any obligation owed by the Receiving Party to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

- b. **Protection of Confidential Information.** The Receiving Party will use the same degree of care that it uses to protect the confidentiality of its own similar information (but not less than reasonable care). The Receiving Party agrees (i) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, and (ii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its and its Affiliates' employees, contractors and agents who need that access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections no less stringent than those in this Agreement.
- c. **Compelled Disclosure.** The Receiving Party may disclose Confidential Information of the Disclosing Party to the extent compelled by law, if the Receiving Party gives the Disclosing Party prior written notice of the compelled disclosure (if legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. If the Receiving Party is compelled by law to disclose the Disclosing Party's Confidential Information as part of a civil proceeding to which the Disclosing Party is a party, and the Disclosing Party is not contesting the disclosure, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing secure access to that Confidential Information.

9. WARRANTIES, EXCLUSIVE REMEDIES AND DISCLAIMERS

- a. **Representations and Warranties.** Each party represents and warrants that: (a) it has the right, power and authority to enter this Agreement and to grant the rights and licenses granted hereunder and to perform all of its obligations hereunder; (b) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate or organizational action of the party; (c) when executed and delivered by both parties, this Agreement will constitute the legal, valid and binding obligation of such party, enforceable against such party in accordance with its terms; and (d) it shall abide by all applicable federal, state and local laws and regulations with respect to online activities, use of end user data and the products and services offered by each party in connection with this Agreement.
- b. **Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY MAKES ANY WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND EACH PARTY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. NEITHER VENYOOZ NOR ITS LICENSORS WARRANT THE COMPREHENSIVENESS, CORRECTNESS, OR ACCURACY OF ANY INFORMATION PROVIDED VIA ANY SERVICE OR THAT ANY SERVICE WILL BE UNINTERRUPTED, CURRENT OR ERROR-FREE. CLIENT ASSUMES ALL RESPONSIBILITY AND RISK FOR ITS USE OF INFORMATION PROVIDED VIA ANY SERVICE. Client acknowledges that Venyooz does not screen Renters and cannot guarantee that Renters will comply with Client's guidelines, policies, or other requirements.
- c. **Resolution of Disputes.** Should a dispute arise between Renter and Client related to the Facilities Use Agreement or any Event, such dispute will be resolved directly between Client and Renter

without any involvement of Venyooz.

10. INDEMNIFICATION

Venyooz will defend Client against any claim, demand, suit or proceeding made or brought against Client by a third party alleging that the use of a Service in accordance with this Agreement infringes or misappropriates the intellectual property rights of that third party (a "**Claim Against Client**"), and will indemnify Client from any damages, attorney fees and costs finally awarded against Client as a result of, and for amounts paid by Client under a court-approved settlement of, a Claim Against Client; if Client (i) promptly gives Venyooz written notice of the Claim Against Client, (ii) gives Venyooz sole control of the defense and settlement of the Claim Against Client (except that Venyooz may not settle or defend any Claim Against Client unless it unconditionally releases Client of all liability), and (iii) provides to Venyooz all reasonable assistance, at Venyooz's expense. If Client notifies Venyooz of a Claim Against Client, or if Venyooz reasonably believes that a Service may infringe or misappropriate a third party's rights, Venyooz may in its discretion and at no cost to Client (a) modify the Service so that it is no longer infringing, (b) obtain a license for Client's continued use of the Service in accordance with this Agreement, or (c) terminate Client's use of the Service immediately and refund Client any prepaid, but unallocated fees. THIS SECTION 10 STATES VENYOOZ'S ENTIRE LIABILITY WITH RESPECT TO INFRINGEMENT BY THE SERVICE.

11. LIMITATION OF LIABILITY

- a. NEITHER PARTY'S LIABILITY FOR ANY SINGLE INCIDENT ARISING OUT OF OR RELATED TO THIS AGREEMENT WILL EXCEED THE AMOUNT PAID BY CLIENT UNDER THIS AGREEMENT IN THE 12 MONTHS PRECEDING THAT INCIDENT, EXCEPT THAT IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE TOTAL AMOUNT PAID BY CLIENT UNDER THIS AGREEMENT. THE LIMITATIONS DESCRIBED IN THIS SECTION WILL APPLY TO ANY THEORY OF LIABILITY, BUT WILL NOT LIMIT CLIENT'S PAYMENT OBLIGATIONS UNDER THE "PAYMENT FOR SERVICES" SECTION.
- b. **Release of Liability.** All liability and risks inherent in the possession, operation, and use of the Properties are the responsibility of Client and its authorized Renters, as determined by the Facility Use Agreements. Venyooz does not screen Renters, review rental applications, develop or review rental terms or agreements, or oversee Renters' use of Spaces. Client hereby releases and indemnifies Venyooz from all claims for any and all property damage or any individual's bodily injury (including death) resulting from the Renter's operation and use of the Spaces. Client further agrees to assume and satisfy all liability for the defense of all claims for damage to property or bodily injury (including death) by third parties resulting from the use of a Property and to hold Venyooz harmless with respect to any claims against Venyooz in connection with such damage or injury, including the payment of any judgments or awards arising out of all such claims.
- c. **Exclusion of Consequential and Related Damages.** IN NO EVENT WILL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY FOR ANY LOST PROFITS, REVENUES OR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, UNDER ANY THEORY OF LIABILITY, AND EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF THOSE DAMAGES. THE DISCLAIMER IN THIS SECTION WILL NOT APPLY TO THE EXTENT PROHIBITED BY LAW.

12. TERM AND TERMINATION

- a. **Term of Agreement.** This Agreement commences on the Effective Date and continues until the expiration or termination of all Order Forms.
- b. **Term of Order Forms.** The term of an Order Form is set forth on the Order Form.

- c. **Termination for Breach.** Either party may terminate this Agreement if the other party has materially breached this Agreement and the breach remains uncured 30 days after the date of the non-breaching party's written notice.
- d. **Refund or Payment upon Termination.** If this Agreement is terminated by Client for Venyooz's breach, then Venyooz will refund to Client any prepaid and unallocated fees.
- e. **Surviving Provisions.** Sections 1, 2.d, 0, 6 (to the extent any fees are due and outstanding upon termination or expiration), 7, 8, 9, 10, 11, 12.d, 12.e, and 13.

13. GENERAL PROVISIONS

- a. **Anti-Corruption.** Client has not received or been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from a Venyooz employee or agent in connection with this Agreement. If Client learns of any violation of the restriction in this section, it will use reasonable efforts to promptly notify Venyooz's legal department at legal@venyooz.com.
- b. **Relationship of the Parties.** The parties are independent, unrelated entities. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary, or employment relationship between the parties.
- c. **No Third-Party Beneficiaries.** There are no intended third-party beneficiaries to this Agreement.
- d. **Notices.** Except as otherwise specified in this Agreement, all notices related to this Agreement will be in writing and will be effective upon (i) personal delivery, (ii) the second business day after mailing by certified or registered mail or courier service, (iii) the second business day after sending by confirmed facsimile, or (iv), except for notices of termination or an indemnifiable claim ("**Legal Notices**"), the first business day after sending by confirmed email. Notices to Venyooz will be addressed to the attention of "Legal Department." Billing-related notices to Client will be addressed to the relevant billing contact designated by Client, and Legal Notices to Client will be addressed to Client and be clearly identified as Legal Notices. All other notices to Client will be addressed to the relevant Service system administrator designated by Client.
- e. **Waiver.** No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right.
- f. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted to best accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect.
- g. **Assignment.** Neither party may assign any of its rights or obligations under this Agreement, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld). However, either party may assign this Agreement in its entirety (including all Order Forms), without consent of the other party to an affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets. Subject to the terms of this section, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.
- h. **Governing Law.** This Agreement, and any disputes arising out of or related hereto, will be governed exclusively by the internal laws of the State of California, without regard to its conflicts of laws rules or the United Nations Convention on the International Sale of Goods.
- i. **Venue.** The state and federal courts located in Los Angeles County, California will have exclusive jurisdiction over any dispute relating to this Agreement, and each party consents to the exclusive

jurisdiction of those courts, except that either party may seek injunctive or other equitable relief in any court of competent jurisdiction.

- j. **Entire Agreement.** This Agreement, together with any Order Form, is the entire agreement between Venyooz and Client regarding Client's use of Service and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by the party against whom the modification, amendment or waiver is to be asserted. However, if there is a conflict or inconsistency among this Subscription Agreement, Order Form or Policy, the conflict or inconsistency will be resolved according to the following order of precedence: Subscription Agreement, Order Form.
- k. **Counterparts.** This Agreement may be executed by facsimile and in counterparts, and all such counterparts will collectively be deemed a single instrument.

The parties have executed this Agreement below to indicate their acceptance of its terms.

Venyooz, Inc.

Sapulpa Public
Schools

BY

BY

PRINT NAME

PRINT NAME

TITLE

TITLE

DATE

DATE

SchoolSpace Order Form

CLIENT	Sapulpa Public Schools
PROPERTIES	10
CORE STAFF	2
PRIMARY CONTACT	Johnny Bilby, Assistant Superintendent, (918) 224-3400, jbilby@sapulpaps.org
AGREEMENT DUE	08/14/2024
PAYMENT DUE	09/15/2024

SERVICE	SUBSCRIPTION TERM	FEE
SchoolSpace Platinum License	08/15/2024 - 08/14/2025	\$2,960.00
AMOUNT DUE NOW		\$2,960.00

Payment Processing Fees

Payments submitted through or tracked by SchoolSpace are subject to a Processing Fee. Processing Fees for payments submitted to the Client offline by Renters, as well as Insurance Fees collected offline, will be billed quarterly.

CREDIT/DEBIT CARD

\$1.00 + 3.95%

ACH (BANK ACCOUNT)

\$1.00 + 3.95%

OFFLINE

3.95%

Payment for Services

Payment is due, and the pricing indicated above is contingent upon the Agreement and Order Form being received by **08/14/2024**, and payment being received by **09/15/2024**. Please submit the "AMOUNT DUE NOW" and all subsequent payments referenced above to: **Venyooz, 3435 Ocean Park Blvd #107-96, Santa Monica, CA 90405**. Payments may also be made via credit card or wire transfer, subject to additional processing fees; please contact your Venyooz representative or accounts@venyooz.com for payment instructions.

Terms and Conditions

This Order Form is subject to the terms and conditions of the **SchoolSpace Subscription Agreement** entered into between the parties.

Venyooz, Inc.

Sapulpa Public
Schools

BY

PRINT NAME

TITLE

DATE

BY

PRINT NAME

TITLE

DATE

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2024-2025

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2024** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to renae.burke@careertech.ok.gov **no later than September 30, 2024**.

Approved:

Brent Haken, State Director

Date

President, Board of Education

Date

Superintendent of Schools

Date

Sapulpa School System

District Name (please print)

MEMORANDUM OF UNDERSTANDING

between

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

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

I. Purpose

- a. The purpose of this MOU is to obtain Behavioral Health Services from CREOKS for students who are eligible, and their families, in all schools of the District as mutually agreed upon by the District and CREOKS ("the Program").
- b. CREOKS offers to provide behavioral health services under the terms and conditions of this MOU.

II. Working Agreement

- a. The parties agree as follows:
 1. CREOKS shall provide a minimum of one ("Provider or Providers") to deliver behavioral health support services to students participating in the Program. Each provider will possess licensure as a Licensed Professional Counselor (LPC) or be a Licensed Clinical Social Worker or be under supervision for licensure in the State of Oklahoma. Behavioral Health Rehabilitation Specialist may also be utilized to provide coping skills and training.
 2. CREOKS will also possess all other qualifications necessary under state of federal law and regulations to support successful Medicaid billing by CREOKS for the services the Providers provide in the Program.
 3. CREOKS will implement behavioral health services consistent with the expectations of the District's Special Services Director or designee. CREOKS will perform the following duties in accordance with the following mutually agreed design:
 - a. Determine specific therapeutic needs, plan and provide appropriate therapies and activities, and assess, modify and improve the services provided to each student involved in the Program as dictated by the student's individual needs and consistent with this MOU.
 - b. At the request of the District's Special Services Director or designee, the Provider shall participate in District meetings, such as pre-referral meetings, team building staffing meetings, IEP meetings, parent conferences or other meetings as mutually agreed upon by both parties to the MOU;
 - c. Orient, train and consult with professional and nonprofessional staff in treatment techniques that can be used in the classroom;
 - d. Provide monthly tracking reports and other reports to the District on a mutually agreed upon schedule.
 - e. Provide in-service training for District staff as mutually agreed upon by both parties to the MOU; and
 - f. Perform other services as may be mutually agreed upon by both parties to the MOU.

4. The participating school's designated faculty will make referrals into the Program and work with on-site CREOKS staff to help optimize Program attendance.
 - a. In the event that a Provider or other CREOKS employee providing services under this MOU is not providing services in accordance with the stated direction provided by the District's Director of Special Services or designee, the designated CREOKS administrative representative will be contacted by the Director of Special Services or designee. In the event that said issues are not resolved, CREOKS will, upon written request by the District, remove said personnel immediately from the Program.
 - b. Full and proper staffing by CREOKS to fulfill its obligations under this MOU is required and paramount to the District's interests. CREOKS is required to fill all vacant positions or otherwise provide a substitute Provider for all vacant positions within thirty (30) days. The District may choose to terminate this MOU as provided herein and contract with another provider for the provisions of these services if at any time CREOKS fails to provide the requisite number and classification of Providers for the full performance of this MOU.
 - c. All wages, taxes, benefits and other employment-related expenses and duties associated with the Providers or other CREOKS personnel are the sole responsibility of CREOKS.
 - d. Services under this MOU will extend from August 1, 2024 to July 31, 2025. The Providers will provide services at the assigned school sites on the same schedule as the teachers at the assigned schools on each regular school day according to the District's 2024-2025 school calendar. Services provided during the summer months which are billable under this MOU will be mutually agreed upon by both parties.
 - e. The District agrees to provide adequate space, furniture, computers, telephones, and other furnishings as mutually agreed upon by both parties to the MOU for the implementation of the Program.
 - f. CREOKS will maintain all records, logs and documentation, including progress notes prepared by the Providers concerning students in the Program in compliance with the Family Educational Rights and Privacy Act and Oklahoma law.
 - g. CREOKS shall act as the Medicaid Provider for all services provided under this MOU and will promptly bill Medicaid for all services provided to District students who are Medicaid eligible pursuant to the current Medicaid fee schedule for the services to be provided. CREOKS will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. CREOKS is solely responsible for the proper billing of Medicaid-covered services under this Memorandum.

III. Liability and Indemnification

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

1. CREOKS agrees that prior to entering this MOU, CREOKS has obtained a Commercial General Liability (CGL) insurance policy, Professional Liability insurance policy (PL) and School Leaders Legal Liability insurance policy (SLL) (otherwise known as Directors and Officers Liability Insurance), each insuring CREOKS in an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$2,000,000.00 in the aggregate for person injury or death. CREOKS must add the District as an additional insured party on each policy for purposes of CREOKS's performance of this MOU and maintain the required insurance policies at all times while this MOU is in effect. CREOKS agrees that it will furnish the District with verification of the insurance policies required by this MOU. If any of the required insurance policies is cancelled during the school year, CREOKS must immediately notify the District.
2. Further, CREOKS affirms that its employees and any subcontractor who will be on District property and acting on behalf of CREOKS in performance of this MOU are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.
3. All educational materials and supplies will be provided to the Providers but remain the property of the District and shall be annually inventoried by the District.
4. CREOKS will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the Program. District personnel will directly supervise the day-to-day operation of the Program.

IV. Privacy and Security

- a. Recognizing the District's interest in providing the most secure environment possible for its students, CREOKS agrees it will act under this MOU in compliance with 70 O.S. §6-101.48. Specifically:
 1. CREOKS will not permit the Providers or any other person under its authority, whether employee or volunteer, to come on to school premises for any activity covered by this MOU if that person is currently registered or required to register under the Oklahoma Sex Offenders Registration Act, or the Mary Rippy Violent Crime Offenders Registration Act; and
 2. CREOKS agrees that where work is to be performed by a CREOKS employee which would otherwise be performed by a District employee on a full-time or part-time basis, CREOKS shall not permit any person(s) from performing work on District premises if said person(s) has been convicted in this state, the United States, or another state of a felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the offense.
- b. CREOKS's agreement to and acceptance of this MOU as evidenced by the signature(s) below serves as CREOKS's statement of compliance with the requirements of paragraphs a. of this section, as required by 70 O.S. §6-101.48(B).
- c. CREOKS agrees to require all persons under its authority to register through the District's visitor tracking system and clearly display the printed visitor badge while performing activities described in this MOU on school premises.
- d. CREOKS agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) and Oklahoma law.

1. A student's social security number or student identification number, race/ethnicity, citizenship, nationality, gender, grades, or class schedule is always protected information which should solely be used internally and even then only when essential and among authorized individuals, and which should never be shared with any third party.
 2. Other records that are directly related to a student or students are also considered educational records that are protected under FERPA. They can be items that contain a student's name, or several students' names, or information from which an individual student or students can be personally (individually) identified. Educational records include files, documents and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that contain information directly related to students and from which students can be personally identified. No educational record should ever be shared with a third party without express written permission from the parent or guardian (if the student is under the age of 18), or the student (if the student is age 18 or older).
 3. CREOKS agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to identification of a student. This includes taking photographs, making recordings (video and/or sound), collecting student's written or oral statements, or using records made in connection with the activities that are the subject of this MOU. The only exception is where written permission for gathering, releasing, or otherwise using the types of information described in this paragraph is obtained from the parent (if the student is under the age of 18), or the student (if the student is age 18 or older).
- e. CREOKS and the District agree that their employees and volunteers under their authority will conduct themselves in a professional and ethical manner and in accordance with District policies and procedures.

V. Liability and Indemnification

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

VI. POINTS OF CONTACT

Primary Contacts:

Sapulpa Public Schools
Robert Armstrong
Superintendent
511 East Lee,
Sapulpa, OK 74066
(918) 224-3400
rarmstrong@sapulpaps.org

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

VII. GENERAL

- a. CREOKS agrees that the activities it undertakes under this MOU are not intended to provide services to the District and that it will not seek compensation from the District in connection with its participation in these activities.

- b. CREOKS agrees that it will not claim or imply that the District endorses the sale or purchase of its services.
- c. This MOU in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.
- d. Nothing in this MOU authorizes or is intended to obligate the District to expend, exchange, or reimburse funds, services, or supplies, or transfer anything else of value.
- e. All agreements within this MOU are subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements of the State of Oklahoma and Tulsa County.
- f. This MOU takes effect on August 1st, 2024 or on execution and approval by the Board of Education of the District, whichever occurs last, and ends on July 31st, 2025. Either party may cancel this agreement on thirty (30) days' notice to the other party, in writing, by certified mail or personal delivery.

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

Witnessed:

Sapulpa Public Schools

CREOKS Behavioral Health Services, Inc.

Signature

Melinda Ryan

Printed Name

Board President

Title

8-12-24

Date

Signature

Printed Name

Title

Date



Istation

Quote

Istation Q-63898

Prepared For

Sapulpa Public Schools
511 E Lee Ave
ACCOUNTS PAYABLE
Sapulpa, OK, 74066-4308

Your Istation Partner

Heather Tennyson
Account Executive
htennyson@istation.com

Quote: Q-63898

Prepared For: Sapulpa Public Schools

Expires On: 8/31/2024

DISCLAIMER: Pricing is as quoted and subject to change with any edits to bundle configurations, enrollment updates, or other revisions.

Istation Reading and Math Bundle							
ISIP Early Reading and Advanced Reading Assessment products and Istation Reading curriculum product. ISIP Math Assessment and Istation Math curriculum. Unlimited student accounts per campus.							
QTY	Product	ISBN		Months	Campus	List Price	Sales Price
1	Istation Reading and Math Bundle	BDL-READ-MATH		12	Freedom Elementary	\$0.00	\$0.00
1	Istation Reading	978-1-936324-34-7		12	Freedom Elementary	\$12,870.00	\$12,870.00
1	Istation Math	978-1-936324-32-3		12	Freedom Elementary	\$6,520.00	\$6,520.00
1	Istation Reading and Math Bundle	BDL-READ-MATH		12	Holmes Park Elementary	\$0.00	\$0.00
1	Istation Reading	978-1-936324-34-7		12	Holmes Park Elementary	\$15,110.00	\$15,110.00
1	Istation Math	978-1-936324-32-3		12	Holmes Park Elementary	\$8,300.00	\$8,300.00
1	Istation Reading and Math Bundle	BDL-READ-MATH		12	Jefferson Heights Elementary	\$0.00	\$0.00
1	Istation Reading	978-1-936324-34-7		12	Jefferson Heights Elementary	\$7,500.00	\$7,500.00
1	Istation Math	978-1-936324-32-3		12	Jefferson Heights Elementary	\$3,860.00	\$3,860.00
1	Istation Reading and Math Bundle	BDL-READ-MATH		12	Liberty STEM Elementary School	\$0.00	\$0.00
1	Istation Reading	978-1-936324-34-7		12	Liberty STEM Elementary School	\$7,500.00	\$7,500.00
1	Istation Math	978-1-936324-32-3		12	Liberty STEM Elementary School	\$3,860.00	\$3,860.00

Quote: Q-63898

Prepared For: Sapulpa Public Schools

Expires On: 8/31/2024

Quote: Q-63898

Prepared For: Sapulpa Public Schools

Expires On: 8/31/2024

List Amount	\$65,520.00
Tax Amount	\$0.00
Customer Total	\$65,520.00

Quote: Q-63898

Prepared For: Sapulpa Public Schools

Expires On: 8/31/2024

DISCLAIMER: Pricing is as quoted and subject to change with any edits to bundle configurations, enrollment updates, or other revisions. Additional Options (to be paid in full). Totals do not include tax (if applicable):

Start Date: 8/06/2024	Term: 12	End Date: 6/30/2025

Please email or fax the following items to 214.291.5534 or orders@istation.com. Failure to provide the below will cause a delay in processing your order.

- ☐ Signed Purchase Order that includes the quote number
- ☐ Signature page of this Quote (choose subscription length)

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and delivered by their respective authorized representatives whose signatures appear below.

Quote: Q-63898

Prepared For: Sapulpa Public Schools

Expires On: 8/31/2024

To ensure timely and accurate fulfillment, please provide the requested contact information below:

Primary Implementation Contact

Name:

Email:

Phone:

Accounts Payable / Billing Contact

Name:

Email:

Phone:

District Technology Contact

Name:

Email:

Phone:

District Data Contact

Name:

Email:

Phone:

Privacy Policy: <https://www.istation.com/legal/privacystatement>

Terms of Use: <https://www.istation.com/legal/termsofuse>

Ruth Kelly Studio

PICTURE AGREEMENT

Home Office:

201 West Broadway
Muskogee, OK 74401
(918) 687-0523
Fax: 918-687-1371

Date: 6-12-24

School Liberty Stem Academy Address 631 N Brown ST

Send Correspondence To Jazzman Musgrave City Sapulpa State OK Zip 74066

Title _____ County Creek Phone 918/224-1492
Email: Jmusgrave@sapulpaok.org Grades pre-k-5th

This agreement covers the taking and selling of school pictures between the school and the Representative of Ruth Kelly Studio. All picture packages will be processed by Ruth Kelly Studio in Muskogee, Oklahoma.

Since materials are purchased and commitments are made on the basis of this contract, this agreement shall remain in effect for the stated year unless unforeseen circumstances arise.

This agreement is for the years of 2024 & 2025

SPECIAL INSTRUCTIONS:

We will provide CAP n Gown for 5th Grade Grad - Royal blue
We will provide A framed collage panel
20% Commission w/ a minimum of \$100.00
☒ NEW ☐ RENEWAL ☒ SPRING ☒ FALL
Set in place

SCHOOL RESPONSIBILITY

- (a) Assisting with the picture shooting schedule.
- (b) Providing space for the studio setting.
- (c) Assisting in promoting the sales of pictures.
- (d) Scheduling with RUTH KELLY STUDIO the necessary dates for picture shooting.

Accepted by: _____

Title: _____

Date: _____

Accepted for Ruth Kelly Studio: _____

Representative

Underclass Portraits:

Program: Prepay _____ Proof _____ Speculation _____

Fall School Day

Commission 20% No Commission 9-26-24

Date pictures are to be taken: _____

Average Daily Attendance: _____

Starting Time: _____

Senior Portraits

☐ At the School ☐ At the Studio

Average Attendance: _____

Yearbook Only Fee \$ _____

Deposit for Full Sitzings \$ _____

☒ SPRING Commission 20% No Commission _____

☐ HOMECOMINGS

☐ MEMORY MATES

☐ PROM

☐ ACTIVITY SHOTS

5th Grade Grad pics - 4-3-25
Series Ind + CLASS groups - 4-3-25

Yearbook Sponsor _____

Planning Period _____



Sapulpa Public Schools - September Keynote

Sapulpa Public Schools

511 East Lee Avenue
Sapulpa, OK 74066
United States

DIGNVS

250 Fillmore Street
Suite 225
Denver, Colorado 80206
US

Michael Rose

mrose@sapulpaps.org

Prepared by: Brent Washburn

""

brent@dignvs.com
+13216988676

Bridget Shibley

bhailey@sapulpaps.org
918-224-3400 ext. 2739

Reference: 20240724-103825946
Quote created: July 24, 2024
Quote expires: August 23, 2024

Total **\$7,500.00**

PRODUCTS & SERVICES	SKU	QUANTITY	BILLING FREQUENCY	PRICE
Brian Kight Onsite Keynote/Workshop		1		\$7,500.00 after \$32,500.00 discount

SUBTOTALS

One-time subtotal

\$7,500.00
after \$32,500.00 discount**Total****\$7,500.00****Comments****Date:** September 11, 2024**Time:** AM & Afternoon — TBD**Location:** Sapulpa, Oklahoma - Chieftain Center**Topic:** E+R=O, Super Skills — Will be refined on upcoming planning call with Brian Kight.**Includes:**

- 45 Minute Keynote with Students
- 1.5 hour workshop with leadership council

Purchase terms

This Agreement ("Agreement") is made and entered into by ("Customer") and DIGNVS, LLC ("Dignvs"). Dignvs and Customer each hereby agree:

Dignvs agrees to:

- Deliver the Scope of Work in this quote on dates and locations to be mutually determined by the parties in good faith (the "Event").
- Deliver the Scope of Work in this quote on dates and locations to be mutually determined by the parties in good faith (the "Event"). physical format, for the purpose of printing, distribution, presentation, etc. on the day(s) of the Event.

Customer agrees to:

- Pay Dignvs the total fee as set forth in this quote.
- Pay fees within 30 days of the date set forth on the invoice.
- Provide reimbursement for any travel/lodging-related costs.

Direct all questions regarding invoicing and purchase orders to Brent Washburn -- Brent@Dignvs.com.

All payments owed by Customer to Dignvs are to be made via ACH within 30 days of the date on the invoice for any applicable work product or Services provided by Dignvs. Interest shall be due on amounts that are 30 days past due at an annual rate of six percent (6%).

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Michael Rose

mrose@sapulpaps.org

Verify to sign

Bridget Shibley

bhailey@sapulpaps.org

Verify to sign

NEW ACCOUNT ☒EXISTING ACCOUNT ☐

CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) SAPULPA SchoolsLOC NO. 824ADDRESS 511 EAST LEE

ROUTE NO.

SAPULPA, OK 74006PHONE 918-224-3400

SIC/NAICS

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices set forth on Schedule I attached hereto and made a part hereof and upon the conditions outlined.

MERCHANDISE SERVICED

See Schedule I, Pricing, attached hereto.

PAYMENT TERMS: ☐ E.F.T ☐ Approved Charge¹

COMMENTS

SEE ADDENDUM FOR TERMS → 13

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.²

The undersigned agrees to all Terms and Conditions on Page 2, and Schedules I and II, and attests to have authority to execute for the named CUSTOMER and to approve use of any personalization – including logos or brand identities – that has been requested.

SALES REP: CHRIS BRILL

SALES REP (Print Name)

ACCEPTED:

CUSTOMER (Signature)

ACCEPTED³:

LOCATION MANAGER (Signature)

DATE

CUSTOMER (Print Name and Title)

LOCATION MANAGER (Print Name and Title)

EMAIL

¹ Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.

² All returned checks and declined credit/debit cards subject to \$35 processing fee.

³ This Agreement is effective only upon acceptance by UniFirst Location Manager.

CUSTOMER: SAPULPA Schools

SCHEDULE I

US FACILITY SERVICES PRICING (RENTAL SERVICE FREQUENCY & BILLING)

CONTRACT ITEM - DESCRIPTION	UniFirst Item #	Min Bill %	ARC%	Weekly Price	Every Other Week Pricing	Every Fourth Week Pricing	Loss / Damages	Standard / Non-Standard
1. 24" DUST MOP	8324			.60	.60			S
2. 24" FRAME	8132			NC	NC			S
3. HANDLE	8131			NC	NC			S
4. 48" DUST MOP	8348			.70	.70			S
5. 48" FRAME	8138			NC	NC			S
6. 60" DUST MOP	8360			.90	.90			S
7. 60" FRAME	8147			NC	NC			S
8. WET MOP	8116			1.00	1.00			S
9. WET HANDLE	8165			NC	NC			S
10. 36" MICRO DUST	8434			1.00	1.00			S
11. 36" FRAME	8133			NC	NC			S
12. MICRO TOWEL	8438			.15	.15			S
13. BAG	9075			NC	NC			S
14. BAG STAND	8956			NC	NC			S
15. 18" DUST MICRO	8428			1.00	1.00			S
16. 18" MICRO FRAME	8425			NC	NC			S
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								

TERMS AND CONDITIONS

REQUIREMENTS SUPPLIED. Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified on Schedule I attached hereto ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the locations now or hereinafter identified on Schedule II attached hereto and at all other additional locations where the decision has been made to utilize garments or other merchandise rental services, ("Location(s)"), and at the prices set forth on Schedule I and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

PERFORMANCE GUARANTEE. UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement, as to the affected Location(s), by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

TERM AND RENEWAL. This Agreement is effective when signed by both the Customer and UniFirst location Manager and continues in effect for 60 months after Merchandise is first installed on the premises of each Location. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

PRICES AND PAYMENTS. Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUROOOOSAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Notwithstanding the foregoing, Customer agrees to pay a minimum weekly charge equal to 75% of the initial weekly install value for each Location. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement.

DEFE CHARGE. Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = ENVIRONMENTAL, or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.

F = FUEL, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

MERCHANDISE. Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

Flame Resistant ("FR") Merchandise supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

Visibility Merchandise is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

Healthcare/Food-Related Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process. (* Poly-bag services incur additional charges.)

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee or Location reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect. If Customer terminates this Agreement after the effective date but prior to installation, Customer shall pay UniFirst for all Merchandise ordered between the effective date and Customer's termination date, at the replacement charges then in effect.

OBLIGATIONS AND REMEDIES. If Customer breaches or terminates this Agreement, in whole or in part, before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks (or as many weeks as UniFirst provided service if fewer than 26), multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed); pursuant to the Expedited Rules of the Commercial Arbitration Rules of the American Arbitration Association; and, governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

MISCELLANEOUS. The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement, or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement; provided that such assumption shall not relieve Customer of its liabilities hereunder; and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.

CONTRACT FOR ATHLETIC CONTESTS



8-1-24 DATE
Sequoyah HOST SCHOOL
Sapulpa VISITING SCHOOL

AGREE TO PLAY: (IF ONLY ONE CONTEST LEAVE SECOND LINE BLANK, Girls Basketball)

Tournament
~~One game at~~ Sequoyah on December 12-14 2024 and
~~One game at~~ on _____ 20____

Both parties agree the rules of the Oklahoma Secondary School Activities Association are a part of this contract and each school must comply with all eligibility requirements including academic eligibility, age and discipline. Participation of an ineligible student will result in forfeiture of contests.

Sequoyah HS
Host school name
Sapulpa
Visiting school name
Sapulpa
Signature of administrator
[Signature]
Ath. Dir.,
Board Pres.

FUNDRAISERS 2024-25 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Sapulpa High School	Varsity Cheer	9/1/2024	Scentsy Flower Sales w/Kristine Lawson	New pom poms
SHS	JROTC	9/30/2024	JROTC Fall Fundraiser	Funds will be used to support administrative program needs, such as supplies, materials, tools and equipment, Sam's Club and Amazon Prime Memberships, food and beverages at non-competitive events, and to cover administrative needs not associated with the Bartlett Grant request.
SHS	JROTC	9/23/2024	2024 Administrator's Air Rifle Challenge	Funds will be used to support the Cadet Marine Corps Birthday Ball
Advanced Auto PArts	Sapulpa Wrestling	8/17/2024	Car Wash	Coach's Stipend, Workout gear, Food For Tournaments, Equipment
Holmes Park Elementary	Holmes Park	8/29/2024	Read a thon	Office and Teacher items, furniture, rewards
Holmes Park	Holmes Park	9/12/2024	School Photos	Classroom, Student Awards and incentives, fieldtrips
Holmes Park	Holmes Park	8/26/2024	TShirt Sales	Teachers, Rewards, Classroom materials, students incentives
Holmes Park	Holmes Park	1/9/2024	World's Finest	Classroom supplies, field trips, rewards, awards, incentives
Holmes Park	Classroom teachers	10/1/2024	Holiday grams	Field Trips
Jr High	Office	9/2/2024	Spiritwear	Office & Teacher supplies
Jr High	Office	1/6/2025	Sucker Sales	Office & TOY
Jr High	Office	8/16/2024	Hat days throughout year	Office & Teacher Supplies
Jr High	Office	8/16/2024	Talking Stick sales	Office & Teacher Supplies
Jr High	Office	8/16/2024	Country Meat stick sales thru 1st semester	Office & Teacher Supplies
Jr High	Office	8/16/2024	Various restaraunt nights (% of sales) thru the year	Teacher & Office Supplies / TOY
Holmes Park	Holmes Park	9/1/2024	Yearbook	Student incentives (we usually make no money on the yearbook)
Holmes Park	Holmes Park	9/1/2024	Community Service Drives	Donations to various charities
Holmes Park	Holmes Park	2/3/2025	Jump for Heart	PE equipment

FUNDRAISERS 2024-25 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Holmes Park	Holmes Park	10/28/2024	Book Fair	Library materials
Holmes Park	Holmes Park	3/24/2025	Book Fair	Library Supplies
Holmes Park	Library	9/1/2024	Reading for Education	Library Materials
Holmes Park	Holmes Park teachers	9/1/2024	Limeades for Learning	Teacher materials
Holmes Park	Holmes Park Teachers	9/1/2024	Teacher pay Teacher	Classroom materials
Holmes Park	Holmes Park Teachers	9/1/2024	Donors choose	Classroom materials
Holmes Park	Holmes Park PreK	9/1/2024	PreK Tshirt Sales	PreK field trip and end of year parties
Green Country Vending Machine	Sapulpa High School	9/24/2024	Green Country Vending Sales	This fundraiser will be used for needs and incentives for our students and staff throughout the year.
HS	NASA	8/1/2024	Vending Machine	For NASA events including but not limited to parades meeting
SHS	Sapulpa Ping Pongs	3/3/2025	Green Country Vending	The funds will be used for ping equipment and or expense needs for the year.
SHS	JROTC	11/1/2024	Green Country Vending Fundraiser	Funds will help pay for JROTC cadet dress uniform dry cleaning.
Athletics	Cross Country Booster Club	8/15/2024	We will have a 2 week period of Green Country Vending fundraiser at the High school. The listed date above is not precise.	The booster club will use the funds for the team banquet at the end of the season.
Sapulpa High School	Band	8/29/2024	Community Kick off Booth (popcorn, drinks and raffle tickets)	To help with band costs for the 24-25 school year
Sapulpa High School	Band	9/1/2024	Raffle sales	Help cover band costs for the 24-25 school year.
Sapulpa High School	Band	8/20/2024	Candy bar sales	Help with the costs for the band for 24-25 school year.

FUNDRAISERS 2024-25 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
High School	Academic Team	8/30/2024	Green Country Vending Percentage	Funds will be used to provide pizza to the team before home meets and to purchase shirts for the team.
HS	Green Thumb Chieftains	8/15/0024	Sales of art, home & body products & garden plants. Raffle tickets for gift baskets & products.	Funds will be used to purchase supplies for the products we make & plants we raise & sell in our greenhouse.
Holmes Park Elementary	Holmes Park Elementary	9/1/2024	Restaurants give back fundraisers	Classrooms, teacher materials, teachers materials
High School	Volleyball	8/24/2024	Community Kickoff - concession food/sales	Building program funds/team bonding events/coach stipends
JHE	JHE	9/2/2024	Ruth Kelly Photography- Fall, Spring, Class, Graduation, Yearbooks	Teacher Needs
HS	Culinary arts	9/2/2024	Green Country vending machine	TO Purchase Fabric for Fashion design
HS	Culinary Arts Club	9/16/2024	Auction off Handmade quilt	TO purchase fabric for fashion design
SHS	Football	8/24/2024	Game/Merch Booth at the Community Kickoff	All program needs/wants
SHS	Football	8/15/2024	Football Stadium Advertisement Banner Sales	All program needs and wants
SHS	Football	9/6/2024	Merchandise table for home football	All program wants and needs
SHS	Girls Basketball	9/13/2024	Football Concessions	Program needs and wants
SHS	Girls Basketball	5/13/2025	Powder Puff	Program Needs and Wants
SHS	Girls Basketball	1/10/2025	Bucket Basketball	Special Chieftains Program
SHS	Boys and Girls Basketball	11/26/2024	Alumni Basketball Games	Program Wants and Needs
SHS	Boys and Girls Basketball	9/10/2024	INBC (Indian NationS Basketball Conference)	Program Wants and Needs
Sapulpa High School	Band	7/30/2024	Green Country Vending	To assist with the expenses of band students

SHS	Esports	8/12/2024	Getting donations	We will be using the funds to purchase new equipment for competition and to purchase lunches for students at competition
Middle School	Choir	8/29/2024	Century Resources	The funds from this fundraiser will help to support the middle school choir program pay for things such as our fall concert uniforms, fall choir student social, sheet music, consumable supplies for the choir classroom, audio recording tracks for sheet music, choir contest fees, and assist towards transportation costs.
Middle School	Choir	12/18/2024	Singing Cocoa Grams	The funds from this fundraiser will help to support the middle school choir program pay for things such as our spring concert shirt orders, sheet music, consumable supplies for the choir classroom, audio recording tracks for sheet music, choir contest fees, and assist towards transportation costs.
shs	HS Art	9/9/2024	Green Country Vending Machine	Student art supplies
Online	Wrestling	8/15/2023	BNS Sports	Coaches Stipend, Workout gear, Traveling expenses, Traveling gear.
Community Kickoff	Boys Soccer	8/24/2024	Popcorn sales & Soccer Darts at Community Kickoff	Assist with Team Meals, Equipment & Team Building
SHS	Boys Basketball	10/4/2024	Bingo Night	program needs and wants
Holmes Park Elementary	Library	9/15/2024	Book Store	Books, classroom books, library books
Sapulpa HS	FFA	10/10/2024	Sapulpa FFA Welding Rodeo	FFA Activities, equipment, supplies, professional development
SJH	JH Office	9/9/2024	Vending Machine Fundraiser (rotation thru the year with other organizations)	Raising money for teacher and student supplies, TOY, and teacher appreciation
SHS	JROTC	8/23/2024	Sale of Old Crosman Air Rifles to Creek County 4H by way of a donation to the program.	Purchase rifle team equipment.
Jr. High	Leadership/Stuco	11/1/2024	Vending Machines	Funds will go back to Students/Teachers/food/supplies/events

Sapulpa Public Schools
2023-2024 OSTP/CCRA/ACT Data

Percent Proficient

3rd Grade ELA FAY

	21-22	22-23	*23-24
renormed			
Freedom	27.2%	47.40%	65.60%
Holmes Park	26.6%	27.40%	58.40%
Jeff. Heights	20.0%	14.90%	39.60%
Liberty	13.2%	23.10%	55.30%

Percent Proficient

3rd Grade Math FAY

	21-22	22-23	*23-24
renormed			
Freedom	47.3%	49.10%	56.30%
Holmes Park	31.9%	35.80%	46.80%
Jeff. Heights	16.4%	19.20%	20.80%
Liberty	26.3%	43.60%	44.70%

Percent Proficient

4th Grade ELA FAY

	21-22	22-23	*23-24
Freedom	52.40%	37%	69.80%
Holmes Park	35.5%	24.7%	53.20%
Jeff. Heights	10.0%	10.5%	28.50%
Liberty	8.1%	14.3%	38.70%

Percent Proficient

4th Grade Math FAY

	21-22	22-23	*23-24
Freedom	84.1%	74.10%	77.80%
Holmes Park	41.8%	34.80%	58.40%
Jeff. Heights	24.0%	29.80%	16.70%
Liberty	21.1%	26.20%	50.00%

Percent Proficient

5th Grade ELA FAY

	21-22	22-23	*23-24
Freedom	59.5%	49.20%	43.10%
Holmes Park	32.5%	30.20%	58.40%
Jeff. Heights	44.8%	12.50%	32.80%
Liberty	27.1%	40.50%	56.10%

Percent Proficient

5th Grade Math FAY

	21-22	22-23	*23-24
Freedom	78.6%	69.50%	63.70%
Holmes Park	23.4%	16.30%	42.70%
Jeff. Heights	39.5%	8.30%	15.50%
Liberty	27.1%	51.30%	58.50%

Percent Proficient

5th Grade Science FAY

	21-22	22-23	23-24
Freedom	64.2%	60.80%	36.20%
Holmes Park	36.4%	39.60%	34.80%
Jeff. Heights	31.6%	16.70%	15.50%
Liberty	31.3%	35.10%	26.80%

Percent of Students

Secondary ELA FAY

	21-22	22-23	23-24
6th	25.3%	22.5%	42.20%
7th	16.3%	18.3%	40.10%
8th	24.4%	19.7%	41.50%
11th	46.7%	41.0%	33.80%

Percent of Students

Secondary Math FAY

	21-22	22-23	23-24
6th	18.8%	19.1%	28.80%
7th	21.1%	25.7%	19.30%
8th	16.1%	10.6%	34.90%
11th	25.8%	20.8%	12.90%

Percent of Students

Secondary Science FAY

	21-22	22-23	23-24
8th	24.9%		31.50%
11th	20.4%	22.4%	18.20%

203.2 **OBSERVATION OF MINUTE OF SILENCE** (Adopted 8.12.2024)

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The principal of each school building within the school district is hereby directed to designate approximately one minute of each day for the observation of a minute of silence. At the beginning of each semester, the principal or his or her designee will give teachers direction as to how the minute of silence is to be observed. The minute of silence shall be for the purpose of allowing each student and teacher, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students and teachers in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the minute of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the minute of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

The daily minute of silence will begin with an announcement over the public address system that there will be a pause for a minute of silence in which students and teachers may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Reports of violations must be submitted by the complaining party to the principal of the school building where the violation occurred. The district will investigate all reports that a student or teacher has not been permitted to observe approximately one minute of silence each school day pursuant to this policy.

Reference: 70 OKLA. STAT. §11-101.2
O.A.C. 210: 35-3-252

203.3 **VOLUNTARY PRAYER** (Adopted 8.12.2024)

The Oklahoma State Board of Education has directed that every school district permit those students and teachers wishing to do so to participate in voluntary prayer. This policy is adopted to comply with that directive.

It is the district's policy that students and teachers may engage in voluntary prayer, including at district athletic events and graduation ceremonies. However, school district employees shall not teach, or instill by way of repetition, any sectarian or religious doctrine.

Any student or teacher who has not been permitted to participate in voluntary prayer should notify the relevant school building principal of the violation of this policy. The district will investigate all reports that a student or teacher has not been permitted to participate in voluntary prayer pursuant to this policy.

Reference: OKLA. STAT. tit. 70, § 11-101.1
O.A.C. 210: 35-3-251

223. **RELEASED TIME COURSE** (Adopted 8.12.2024)

The district will permit a student to attend a released time course for no more than three class periods per week or a maximum of one hundred twenty-five class periods per school year. A “released time course” means a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off district property.

Attendance of a released time course, will be permitted, provided that:

1. The student’s parent or legal guardian provides to the district written consent prior to the student’s participation in the released time course;
2. No district funds other than de minimis administrative costs are expended and no district personnel, equipment, or resources are involved in providing the instruction;
3. The independent entity maintains attendance records and makes them available to the district and its board of education;
4. Any transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student’s parent or legal guardian;
5. The independent entity or the student’s parent or legal guardian indemnifies the district and holds it harmless with regard to any liability arising from conduct that does not occur on district property under the control or supervision of the district, and the independent entity maintains adequate insurance for that purpose;
6. The student assumes responsibility for any missed school work; and
7. The district’s superintendent, the principal for the school site in which the student is enrolled, or their designees have reasonable discretion over the scheduling and timing of released time courses; provided, the student may **not** be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of 70 O.S. § 1210.508 (Oklahoma State Board of Education Statewide System of Student Assessments).

The district and its board of education shall not be liable for the student who participates in a released time course when the student is not under the control or supervision of the district.

A student who attends a released time course shall be considered in attendance in the district, and the time shall be calculated as part of the school day.

Released Time Course Credit

The district's board of education shall award a student credit for work completed in a released time course when such is substantiated by a transcript from the independent entity providing the course. A student shall be awarded elective credit for the completion of each released time course. A student may also obtain up to 1 unit(s) of elective credit for completion of a released time course.

In determining whether elective credit may be awarded, the district's board of education shall evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. For purposes of this subsection, the secular criteria used by the board to evaluate a released time course may include:

1. The amount of classroom instruction time;
2. The course syllabus, which reflects the course requirements and any materials used in the course;
3. Methods of assessment used in the course; and
4. The qualifications of the course instructor.

Reference: OKLA. STAT. tit. 70, § 11-101.3 (2024)

INDEMNIFICATION AGREEMENT

TO: _____
(Administrator) (School)

I am the parent, guardian or legal custodian with legal custody of _____, a minor student attending Sapulpa Public Schools (the "District"). I hereby give my consent and authorize the district to release my student to attend the following released time course during the 2024-2025 school year.

_____ [Course Name]
_____ [RTC Provider Name and address]

I/We hereby indemnify the District and hold it harmless with regard to any liability arising from conduct that does not occur on District property under the control or supervision of the District.

This Agreement is made and executed this ____ day of _____, 20__.

Parent/Guardian

Parent/Guardian

Subscribed and sworn to before me this ____ day of _____, 2024.

Notary Public

My Commission Expires: _____

_____ (RTC Provider Name) hereby indemnifies the District and holds it harmless with regard to any liability arising from conduct that does not occur on District property under the control or supervision of the District, and _____ (RTC Provider Name) maintains adequate insurance for this purpose.

Name/Title
of the Individual Signing for and on behalf
of RTC course provider

Subscribed and sworn to before me this ____ day of _____, 2024.

Notary Public

My Commission Expires: _____

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.

4-H Activities and Programs

A student absent from school shall be given an excused absence if the reason for such absence is to participate in scheduled 4-H activities or programs approved by the county 4-H educator. The number of excused absences allowed shall be subject to the district's attendance policy.

Proof of a student's participation in an activity or program sponsored by 4-H shall be provided by a 4-H educator upon request from a school principal or attendance officer.

A student will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. A student shall not have their class grades adversely affected for lack of attendance or participation due to their participation in activities or programs sponsored by 4-H.

A school principal (or designee) shall not credit a student who participates in an activity or program sponsored by 4-H with an excused absence if the participation occurs during:

a. the schedule established by the State Board of Education for the administration of statewide student assessments, or

b. any period of time for which the student has been disciplined, suspended, or expelled, if the terms of punishment would preclude the student from participating in an educational field trip or extracurricular activity.

Reference: 70 O.S. §1-111

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 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.

H. IEP Related Services

A student will also receive a verified absence from attending school for the purpose of receiving speech therapy, occupational therapy, or any other service related to the student's individualized education program developed pursuant to the Individuals with Disabilities Education Act (IDEA), provided (1) the parent, guardian, or other person having custody or control of the student submits a written request for the excused absence, and (2) the district receives documentation from the provider of the therapy or other service.

204.4 **STRONG READERS ACT** (Adopted 8.12.2024)

It is essential for children enrolled in the district to read early and well in elementary school. To facilitate proficient reading skills for its students, the district employs scientifically-based and researched methodology in reading instruction in addition to regular and periodic measurements of elementary school reading improvement, and accountability in each level of the educational system to increase the number of students reading at or above grade level.

District students will receive a well-rounded education that is focused on building deep foundations in reading, writing, and mathematics with all district teachers of reading in kindergarten through third grade incorporating into instruction the five elements of reading instruction which are phonological awareness, decoding, fluency, vocabulary, and comprehension.

In order for the District to identify students who have a reading deficiency including identifying students with characteristics of dyslexia, each student enrolled in kindergarten and first, second, and third grade at the district shall be screened at the beginning, middle, and end of each school year for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. A screening instrument approved by the State Board of Education, in consultation with the Commission for Educational Quality and Accountability and the Secretary of Education, shall be utilized.

An exemption to the screening requirement may be provided to students who have documented evidence that they meet at least one of the following criteria as related to the provision of classroom instruction:

- a. the student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods,
- b. the student's primary expressive or receptive communication is sign language,
- c. the student's primary form of written or read text is Braille, or
- d. the student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

For any student granted an exemption from the screening requirement, the district shall maintain ongoing evidence of student progression toward English language acquisition with the same frequency as administration of screening assessments. Evidence may include, but not be limited to, student progression toward OAAP reading essential elements, proficiency in sign language and reading comprehension, and proficiency in Braille and reading comprehension.

Any student administered a screening instrument and found not to be meeting grade-level targets shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills. The program of reading instruction

shall be based on scientific reading research and align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall include:

- a. sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension,
- b. if necessary and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during summer; however, such instruction may not be counted toward the one-hundred-eighty-day or one-thousand-eighty-hour school year,
- c. assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction,
- d. high-quality instructional materials grounded in scientifically based reading research, and
- e. a means of providing every family of a student in prekindergarten, kindergarten, and first, second, and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of the deficiency in reading. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

- a. describe the research-based reading intervention services the student will receive to remedy the deficiency in reading,
- b. provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension, as applicable,
- c. monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs, and
- d. continue until the student is determined to be meeting grade-level targets in reading based on screening instruments or assessments administered under this policy.

The reading intervention plan for each student identified with a deficiency in reading shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of:

- a. the parent or legal guardian of the student,

- b. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- c. a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
- d. a certified reading specialist, if one is available.

The district shall notify the parent or legal guardian of any student in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument administered pursuant to this policy. The notification shall occur no later than thirty (30) days after the identification of the deficiency in reading.

District Strong Readers Plan:

The district shall adopt and implement a strong readers plan with input from school administrators, teachers, and parents and legal guardians and, if possible, a reading specialist. The plan shall be submitted electronically to, and approved by, the State Board of Education. The plan shall be updated annually. The district is not required to electronically submit the annual updates to the State Board if the last plan submitted to the State Board was approved and expenditures for the program include only expenses relating to individual and small group tutoring, purchase of and training in the use of screening and assessment measures, summer school programs and Saturday school programs. If any expenditure for the program is deleted or changed or any other type of expenditure for the program is implemented, the district shall submit the latest annual update to the State Board for approval.

The district strong readers plan shall include a plan for each site which includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized as required under this policy, and which outlines how each school site will comply with the provisions of the Strong Readers Act.

Students Demonstrating Proficiency:

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading through a grade-level appropriate screening instrument approved pursuant to this policy shall not require a program of reading instruction or an individual reading intervention plan. After a student has demonstrated proficiency through a screening instrument, the district shall provide notification to the parent or legal guardian of the student that the student has satisfied the requirements of the Strong Readers Act. The district shall continue to monitor the student in the next successive grade level to ensure he or she maintains proficiency.

Intensive Intervention Services:

Beginning with the 2025-2026 school year, if a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as not meeting grade-level targets on a screening instrument administered pursuant to this policy, the district shall provide the student with intensive intervention services for the appropriate amount of the instructional day consistent with the individual reading

intervention plan developed pursuant to this policy and as determined by the Student Reading Proficiency Team. Intensive intervention services shall continue until the student demonstrates proficiency at the student's grade level based on a screening instrument administered pursuant to this policy.

The district shall annually report in an electronic format to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education the number of students in kindergarten through third grade per grade level who exhibit grade-level reading proficiency, the number of students per grade level who received intensive intervention services pursuant to this policy, the number of students per grade level who attended a summer academy as provided for in Section 1210.508E of Title 70, the number of students per grade level who exhibited improved reading proficiency after completion of intensive intervention services, and the number of students per grade level who are still in need of intensive intervention services.

The parent of any student who is found to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for in this policy shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed intensive intervention services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;
4. That a student who is promoted to the fourth grade shall receive supplemental intensive intervention services;
5. Strategies for parents to use in helping their child succeed in reading proficiency; and
6. The grade-level performance scores of the student.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Reporting Requirements:

The district shall annually publish on the school website, and report electronically to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education by **September 1** of each year the following information on the prior school year:

- a. expenditures related to implementing the provisions of this policy, the number of staff implementing the provisions of this policy, and average daily classroom time devoted to implementing the provisions of this policy,
- b. by grade, the number and percentage of all students in kindergarten through third grade who did not meet grade-level targets based on a screening instrument administered pursuant to this policy,
- c. by grade, the number and percentage of all students in kindergarten through third grade who have been enrolled in the district for fewer than two (2) years,
- d. by grade, the number and percentage of students in kindergarten through third grade who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy, and
- e. by grade, the number and percentage of students in kindergarten through third grade who are on an individualized education program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA) and who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy or an alternative assessment prescribed by the student's IEP.

Copies of the results of the screening instruments administered shall be made a part of the permanent record of each student.

Professional Development:

If the district receives more than Two Thousand Five Hundred Dollars (\$2,500.00) in funds allocated to provide remediation and intervention in reading prekindergarten through grade five, the district shall spend no less than ten percent (10%) to provide professional development for teachers teaching prekindergarten through grade five. The professional development shall include training in the science of reading including how students learn to read; training in providing explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension; implementing reading strategies that research has shown to be successful in improving reading among students with reading difficulties; and instructional materials required for implementation.

Summer Academy:

If a teacher determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, the parent or legal guardian of the student shall be notified of:

1. The reading level of the student;
2. The program of reading instruction for the student as required pursuant to the Strong Readers Act; and

3. The potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level reading skills.

A teacher who determines a student in kindergarten or first through third grade is not meeting grade-level targets for reading may, after consultation with the parent or legal guardian of the student, recommend that the student participate in and complete a summer academy or other program.

The district's summer academy program shall be designed to ensure that participating students successfully complete grade-level competencies in reading to enhance next-grade readiness. A summer academy reading program shall incorporate the content of a scientifically research-based professional development program administered by the Commission for Educational Quality and Accountability or a scientifically research-based reading program administered by the State Board of Education and is taught by teachers who have successfully completed professional development in the reading program or who are certified as reading specialists.

The district may approve an option for students who are unable to attend a summer academy. The optional program may include, but is not limited to, an approved private provider of instruction, approved computer-based or Internet-based instruction, or an approved program of reading instruction monitored by the parent or legal guardian. The district shall not be required to pay for the optional program, but shall clearly communicate to the parent or legal guardian the expectations of the program and any costs that may be involved.

Subject to the availability of funds, the requirements of this section may be expanded to apply to students in fourth through eighth grades.

Dyslexia Screening:

Any student enrolled in kindergarten, first, second, or third grade who is assessed through the Strong Readers Act and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening also may be requested for a student by his or her parent or legal guardian, teacher, counselor, speech-language pathologist, or school psychologist.

Screening shall be conducted in accordance with the policies developed by the State Board of Education and the Oklahoma Dyslexia Handbook, including policies and information developed relating to universal screening of kindergarten students for characteristics of dyslexia.

The district shall provide the following data to the State Department of Education by June 30 each year:

1. The number of students by grade level in kindergarten through grade three who were screened for dyslexia in a school year;
2. The number of students by grade level in kindergarten through grade three who were newly identified as having characteristics of dyslexia in a school year;

3. The process or tools used to evaluate student progress;
4. The number of trained school system personnel or licensed professionals used to administer the qualified dyslexia screening tool;
5. The number of students in kindergarten through grade three who were participating in interventions within the school setting and the number of students participating in interventions outside the school setting; and
6. The programs used by districts for intervention within the school setting.

Reference: 70 O.S. § 1210.508A, et seq.
70 O.S. § 1210.520

CHANGE
ORDER

AIA DOCUMENT G701

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
OTHER

Sapulpa Public Schools
Reed Architecture & Interiors
DC Bass Construction

PROJECT: Westside Baseball & Softball Sports Complex
(name, address) 1729 S Wickham Road
Sapulpa OK 74066

TO (Contractor): DC Bass & Sons Construction Co.
an Oklahoma Corporation
205 East Hobson
Sapulpa OK 74066

CHANGE ORDER #: One (1)
INITIATION DATE: 7/31/2024
PROJECT NO: SS2401
CONTRACT FOR: Westside Sports Complex
CONTRACT DATE: 12/7/2023

You are directed to make the following changes to this Contract: The following changes have already been previously approved and this Change Order #1 serves as a formality to the Contract.

1. Extend main parking lot west to existing fence. Work includes 8" undercut/geogrid/agg base on west half of main parking area and 21,000 sf of standard duty asphalt pavement per PR #1 dated 7/31/24. 94,840.80

Total for this Change Order #1

94,840.80

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum on Amendment No 1, 2 & 3 was	8,272,629.59
Net change by previously authorized Change Orders	0.00
The Contract Sum prior to this Change Order was	8,272,629.59
The Contract Sum will be increased by this Change Order	94,840.80
The new Contract Sum including this Change Order will be	8,367,470.39
The Date of Substantial Completion as of this date of this Change Order therefore is:	3/1/2025

Architect:

Contractor:

Authorized:

Reed Architecture & Interiors
ARCHITECT

DC Bass & Sons Construction Co.
CONTRACTOR

Sapulpa Public Schools
OWNER

18 East Hobson Avenue
Sapulpa OK 74066
ADDRESS

205 East Hobson
Sapulpa OK 74066
ADDRESS

511 East Lee
Sapulpa OK 74066
ADDRESS

BY:

BY:

BY:

DATE:

DATE:

DATE:

AIA DOCUMENT G701 (BASS TYPED FORM) * CHANGE ORDER * APRIL 1978 EDITION * AIA * 1978
THE AMERICAN INSTITUTE OF ARCHITECTS, NEW YORK AVE., N.W. WASHINGTON, DC 20006 G701 - 1978

SAPULPA HIGH SCHOOL

STUDENT POLICY HANDBOOK 2024-2025



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

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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. 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
 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 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.

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 t~~he 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

F. PARENTAL NOTIFICATION

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing

his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem. The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the fifth absence.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester.
3. Any elementary ~~or middle school~~ student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned throughout the semester and there will be no penalty reflected for attendance.

G. CHRONIC ABSENTEEISM

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

540.2.2 BUILDING PASSES

Students who leave the campus should check out through the attendance office.

Students having appointments off campus during class time should have their parents notify the office by phone to receive their building pass. Notes are not accepted. If a student leaves the campus without checking out through the attendance office, his/her absence will be recorded as a truancy.

540.6 STUDENT POSSESSION OF WIRELESS TELECOMMUNICATION DEVICES (Approved 10-2-89)(Revised 9-10-01, 11-14-11, 6-8-15)

Sapulpa Public Schools promotes an environment for instructional learning that is safe and secure. The District recognizes the importance of electronic tools as communication and e-learning tools. When used appropriately, these tools can significantly enhance Sapulpa Public Schools teaching and program effectiveness. Therefore, in order to foster digital citizenship, students and staff are required to practice appropriate and responsible use.

- A. Wireless telecommunication devices, including but not limited to cell phones may be used by students on school premises as directed by site administrators and classroom teachers. When use is not authorized, wireless telecommunication devices shall be turned off and put away in an inconspicuous place out of sight, for example, in a purse, or bookbag.
- B. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students may use their electronic devices before or after school hours, during passing between classes in school hallways, during lunch, and during class for academic purposes when authorized by site administration and classroom teachers. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action outlined by Board Policy 540 STUDENT DISCIPLINE. On any offense, a student may forfeit his/her permission to possess a wireless telecommunication device for a time to be determined by the building administrator. Authorized school personnel (School Administrators) shall have the authority to detain and search any student electronic device upon the reasonable suspicion that the student is misusing the electronic device, including suspicion about dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, missing or stolen property. Authorized School personnel and classroom teachers shall have the authority to confiscate the device from the student's possession and follow site procedures on transferring and securing the device to Authorized school personnel. Refusal by a student to give the

device to school personnel when requested may result in the student being subject to a violation of the student code of conduct.

541.1 DISCIPLINARY REMOVAL OF CHILDREN WITH DISABILITIES (Approved 10-3-05)(Revised 4-7-08)(see procedure page)

1. Definitions

For purposes of this policy, the following definitions apply:

- (a) "Controlled substance" means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).
- (b) "Illegal drug" means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
- (c) "Serious bodily injury" means bodily injury that involves –
 - (1) a substantial risk of death;
 - (2) extreme physical pain;
 - (3) protracted and obvious disfigurement; or
 - (4) protracted loss or impairment of the function of a bodily member, organ or mental faculty.
- (d) "Weapon" means a dangerous weapon as defined by 18 U.S.C. § 930(g)(2), specifically, a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.
- (e) "School day" means any day, including a partial day, that children are in attendance at school for instructional purposes.

2. Case-By-Case Determination

District personnel must consider any unique circumstances on a case-by-case basis when determining whether a change of placement is appropriate for a child with a disability who violates the District's code of student conduct.

3. Short-Term Disciplinary Removal

District personnel may remove a child with a disability who violates the District's code of student conduct from the child's current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those additional removals do not constitute a change of placement.

A change of placement occurs if --

- (a) the removal is for more than ten (10) consecutive school days; or
- (b) the child has been subjected to a series of removals that constitute a pattern.

Under the Individuals with Disabilities Education Act (IDEA) and its implementing regulations, school personnel determine whether a pattern exists by considering the following factors:

- (a) the series of removals total more than ten (10) school days in a school year;
- (b) the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
- (c) such additional factors as the length of each removal, the total amount of time the child has been removed and the proximity of the removals to one another.

[However, in an effort to promote uniformity in the decision-making process, the Board of Education has determined that it is in the District's best interest that it not require school personnel to weigh these factors to determine the existence of a pattern in each instance. Instead, when the student's short-term removals exceed ten (10) school days over the course of the school year, the District will follow the process identified in this policy for implementing a long-term removal.]

4. Educational Services During a Short-Term Disciplinary Removal

The District will provide a child with a disability the same level of services it provides children without disabilities during removals for ten (10) school days or less during the school year.

After a child with a disability has been removed from his or her current placement for ten (10) school days in the same school year, if a subsequent removal is imposed for not more than ten (10) consecutive school days and is not a change of placement, District personnel, in consultation with the child's special education teacher, will determine the extent to which services are needed, so as to enable the child to continue to appropriately progress in the general curriculum, although in another setting, and to appropriately advance toward meeting the goals set out in the child's IEP.

5. Notification

On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of the District's code of student conduct, District personnel will notify the child's parents of the decision and provide the parents a copy of the District's *Parents Rights in Special Education: Notice of Procedural Safeguards* form.

6. Special Circumstances

District personnel may also remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child --

- (a) carries or possesses a weapon at school, on school premises, or to or at a school function;
- (b) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, on school premises or at a school function; or
- (c) has inflicted serious bodily injury upon another person while at school, on school premises or at a school function.

7. Making a Manifestation Determination

Except for removals that will be for not more than ten (10) consecutive school days and will not constitute a change of placement, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of the District's code of student conduct, the District, the parent and relevant members of the child's IEP team (as determined by the parent and the District), will review all relevant

information in the student's file, including the child's IEP, any teacher observations and any relevant information provided by the parents to determine --

(a) if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

(b) if the conduct in question was the direct result of the District's failure to implement the IEP.

The conduct will be determined to be a manifestation of the child's disability if the District, the parent and relevant members of the child's IEP team determine that a condition in either (a) or (b) of this paragraph was met.

If the District, the parent and relevant members of the child's IEP team determine that the conduct in question was the direct result of the District's failure to implement the IEP, the District will take immediate steps to remedy those deficiencies.

8. Determination that Behavior Is a Manifestation

If the District, the parent and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP team will either --

(a) conduct a functional behavioral assessment, unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or

(b) if a behavioral intervention plan has already been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior.

Except as provided in section 6 of this policy, the IEP team will return the child to the placement from which the child was removed, unless the parent and the District agree to a change of placement as part of the modification of the behavioral intervention plan.

9. Determination that Behavior Is Not a Manifestation

If the behavior that gave rise to the violation of the District's code of student conduct is determined not to be a manifestation of the child's disability, then District personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

10. Educational Services During a Long-Term Disciplinary Removal

During a long-term disciplinary removal, a child with a disability will --

(a) continue to receive educational services so as to enable the child to continue to appropriately progress in the general education curriculum, although in another setting, and to appropriately advance toward achieving the goals set out in the child's IEP; and

(b) receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

The child's IEP team will determine appropriate services and the location in which services will be provided. These services may be provided in an interim alternative educational setting determined by the IEP team.

11. Appeal to Hearing Officer

The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this policy, or the District, if District personnel believe that maintaining the current placement of the child is substantially

likely to result in injury to the child or others, may appeal the decision by filing a due process hearing complaint seeking an expedited hearing.

In making the determination, the hearing officer may –

(a) return the child with a disability to the placement from which the child was removed if the hearing officer determines that the removal was a violation of the applicable provisions of the IDEA or that the child's behavior was a manifestation of the child's disability; or

(b) order a change of placement of the child to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

These procedures may be repeated if the District believes that returning the child to the original placement is substantially likely to result in injury to the child or to others.

When an appeal has been requested by either the parent or the District, the child will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period set for the placement, whichever occurs first, unless the parent and the District agree otherwise.

The District may also seek a court order to remove a child with a disability from school or change the child's current educational placement if District personnel believe that maintaining the current placement of the child is substantially likely to result in injury to the child or to others.

12. Providing Records to Disciplinary Decision Maker

If the District initiates disciplinary procedures that would constitute a change of placement for a child with a disability, District personnel will ensure that the child's special education and disciplinary records are provided for consideration to the school personnel making the final determination regarding the disciplinary action.

Adopted by the School District Board of Education on April 7, 2008.

544. STUDENT DRUG AND ALCOHOL BOARD POLICY

544.1 ILLEGAL AND ILLICIT DRUGS AND ALCOHOL (Approved 8-7-90) (Revised 5-07)

- A. Any student using, under the influence of, in possession of, furnishing, or selling alcoholic beverages, non-intoxicating beverages (as defined by law), illegal or illicit drugs, or other mood-altering substances at school, while in school vehicles, at any school-sponsored event, or traveling to and from school events will be subject to disciplinary measures, which may include suspension for the remainder of the current semester/trimester and the following semester/trimester. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for

use and are not being used to treat the current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.

- B. A suspension imposed for a violation described in paragraph A may be reduced by the student and his or her parents completing an evaluation by Adolescent Center or a substance abuse treatment facility. Demonstrated compliance with the recommendations for treatment will be weighed heavily in determining the appropriate reduction in the suspension.
- C. Student violation of this policy which also constitutes illegal conduct will be reported to law enforcement authorities.

544.1.3 STUDENT ACTIVITY DRUG TESTING (Revised 8-3-09)(see procedure page)

- A. Purpose: To protect the health and safety of extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Sapulpa Public School District.

This policy governs only performance-enhancing and illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy will be limited solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

Participation in school-sponsored interscholastic extracurricular activities at the Sapulpa Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.

3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students arising as a result of illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

For the safety, health and well being of students in extracurricular activities the Sapulpa Public School District has adopted this policy for use by all participants in interscholastic extracurricular activities in grades 8-12. The administration may adopt regulations to implement this policy.

544.2 MEDICATIONS (Approved 9-6-94) (Revised 4-7-08) (see procedure pages)

A. Purpose

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

B. Definitions

1. For purposes of this Policy, these terms have the following definitions:
 - a. "Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.
 - b. "Parent" means a parent, a court appointed guardian or a person having legal custody.

C. Policy

1. Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.
2. Except as provided in this Policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the

student's parent and may result in discipline, including out-of-school suspension.

3. As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.
4. The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. The parent's authorization must identify the student, the medicine and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication to the student.
5. The administration of each school will keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine and the name or type of medicine administered.
6. Medications will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.
7. Any person administering medicine to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:
 - a. Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel;
 - b. Procedures for administration, documentation, handling and storage of medication; and
 - c. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.
8. Only those persons who successfully complete the training are authorized to administer medication. Each school site will maintain a current list of those authorized to administer medication at that site.

9. Students who are able to self administer specific medications, such as inhaled asthma medication, or use specialized equipment, such as an inhaler, may do so provided such medication and special equipment are transported and maintained under the student's' control in compliance with the following rules:
- a. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
 - b. The parent must provide a written authorization for self administration of medication.
 - c. Parents who elect self medication understand and agree that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
 - d. The written authorization will terminate at the end of the school year and must be renewed annually.
 - e. If the parent and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment.
 - f. Students who self medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
 - g. Students will not be allowed to self administer:
 - 1. Narcotics;
 - 2. Prescription painkillers;
 - 3. Ritalin; and
 - 4. Other medication hereafter designated in writing by the District.

- h. Except as otherwise provided by an individual student's school health plan, students may self administer non-diabetes-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Management of Students with Diabetes Policy.
 - i. Students who self medicate are encouraged to wear Medic Alert bracelets or necklaces.
 - j. The parent will provide an emergency supply of a student's inhaled asthma medication to be administered by school personnel, as required by state law.
10. Nonprescription medication. School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:
- a. Student name (affixed to the container);
 - b. Ingredients;
 - c. Expiration date;
 - d. Dosage and frequency;
 - e. Administration route, i.e., oral, drops, etc.; and
 - f. Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

11. Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:
- a. Student name;
 - b. Name and strength of medication and expiration date;
 - c. Dosage and directions for administration;
 - d. Name of the licensed physician or dentist;

- e. Date, name, address and phone number of the pharmacy.
12. The parent must provide and maintain the supply of prescription medication for the student.
13. The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:
- a. Date of destruction;
 - b. Time of destruction;
 - c. Name and quantity of medication destroyed; and
 - d. Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

14. The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:
- a. A legitimate lack of space or facility to adequately store specific medication;
 - b. Lack of cooperation by the student, parent and/or prescribing doctor and the District;
 - c. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood altering, allergic reaction, etc., considered to be deleterious to the health and well being of the student;
 - d. Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
 - e. The medication expiration date has passed.

931. INTERNET ACCEPTABLE USE (Approved 9-7-04)(Revised 4-9-12)

A.Purpose Statement. Independent School District No. 33 of Creek County, Oklahoma (the District) provides students and employees access to the

District's computer network system, including Internet access, to expand informational and communication resources. This policy outlines the users' rights and responsibilities that are assumed with use of the District resources.

B. Internet Access B Terms and Conditions.

1. Internet Filtering - Material may be available on the Internet which is inappropriate for distribution to children and is not considered to be of educational value by the District. This District believes that the value of the information and interaction available on the Internet outweighs the possibility that students and employees may procure material not consistent with our educational goals. While it is impossible to control all material available on the Internet, the District has installed filtering software to block material deemed inappropriate. This filter is in compliance with the Children's Internet Protection Act. Filtering guidelines are driven by educational need and access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material.
2. Acceptable Use - The use of the District system will be monitored by district personnel and must be in support of education and consistent with the educational objectives of the District. The transmission or receipt of any material in violation of any United States or state law or regulation and the transmission or receipt of any material inconsistent with the educational objectives of the District is prohibited. This includes, but is not limited to material that:
 - a. Libels, meaning making a false statement about a specific individual, which tends to harm the individual's reputation.
 - b. Promotes group defamation and hate, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, handicapped condition, or advocates illegal conduct or violence or discrimination toward any particular group or people. This includes racial and religious epithets, Aslurs@ and abuse.
 - c. Displays or promotes unlawful products or services, meaning material which advertises or advocates use of products or services prohibited by law from being sold or provided to minors.
 - d. Disrupts school operations, meaning material which, on the basis of past experience or based upon specific instances of actual, or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

- e. Contains material which is vulgar, lewd, indecent, or obscene, meaning material which, taken as a whole, (1) an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language and (2) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- 3. Privilege of Use - Use of the District system is a privilege afforded to students, staff and employees of the District. Inappropriate use may result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's Instructional Technology Director or Administrative representative to be inappropriate due to particular facts and circumstances.
- 4. Inappropriate Use - Each system user is expected to comply with District policies governing Internet access, while abiding to generally accepted rules of network etiquette. E-mail and network resources are to be used to further the educational process. Students or staff who violate these policies shall be subject to school and/or criminal action. These general rules include, but are not limited to, the following:
 - a. Appropriate language - Do not use obscene, profane, vulgar, rude or disrespectful language. Do not engage in personal attacks or activities intended to distress, harass or annoy another user.
 - b. Safety - Do not reveal personal contact information about yourself or another person. Do not use District Internet access to arrange meetings with individuals met online. Users will promptly disclose to the teacher, Instructional Technology Director or another member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable. The district provides resources for students, staff, and faculty to raise awareness of Cyber safety issues.
 - c. Electronic mail - Electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to District Email. Messages relating to or in support of illegal activities may be subject to criminal penalties.
 - d. Network resources - System users should not use the network in a way that will disrupt the use of the network. The network is to be used for educational, professional and career development. Storage of personal files on district resources is discouraged.
 - e. Intellectual property - Users assume responsibility to verify the licensing of software prior to installation. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material. Users will not download copyrighted files.

5. Limitation of Liability - The District makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy of information obtained through the use of the District system or the Internet. The District is not responsible for any financial obligations incurred during use of the District system.
6. Security - Users are responsible for network and Email account security and should take precautions to prevent others from accessing their account. Users should not provide their personal password to other users, unless that person is a representative of the I. T. Department. Unauthorized access to network resources or user accounts will be treated as a serious offense and may result in the termination of network rights. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.
7. Vandalism - Vandalism of District hardware, software or the system itself will result in cancellation of privileges and possible other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, or crash all or any portion of the District's computer system. System users will adhere to District policies governing the downloading of software to help minimize the spread of computer viruses.
8. Application and Enforceability - The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Use Policy executed by each system user. By executing the Internet Access Agreement, the system user agrees to abide by the terms and conditions contained in this Acceptable Use Policy. The system user acknowledges that any violation of this acceptable use policy may result in access privileges being revoked and/or disciplinary action being taken, including, as to students, disciplinary action under the district's student discipline policy and, as to employees, any such discipline as may be allowed by law.

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

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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 the behavior does not recur.

The School District will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and School District policy no later than the date on which the decision to take disciplinary action is made.

- E. Process for Implementing a Long Term Out-of-School Suspension or Disciplinary Removal: No more than ten (10) days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten (10) days when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten (10) school days during the school year, the School District will convene a meeting of the student's IEP or AP team. The team will:
 1. Conduct a functional 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.

Memorandum of Understanding

Between Sapulpa Public Schools

and

United Sapulpa Educators (USE)

August 9, 2024

This is a Memorandum of Understanding between Sapulpa Public Schools and United Sapulpa Educators regarding:

1. 451.3 Retired Teachers Salary Schedule Experience:

- The amount deducted from the retired teacher's pay will change from 6% to 4% to align with the 2024-25 negotiated contract.

The parties agree that these changes will become effective for the 2024-25 contract year.

For the District:

For USE:

_____/_____

Assistant Superintendent

Date

_____/_____

U.S.E. President

Date

_____/_____

BOE President

Date

PERSONNEL REPORT

August 12, 2024

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Shay Avery	EL Tutor/\$14.00 hr	August 15, 2024
Jason Gray	Asst Transportation Director/\$60,000	July 29, 2024
Carey Chapman	Secretary/\$18.65 hr	July 17, 2024
Maria McDonald	Paraprofessional II/\$14.15 hr	August 13, 2024

EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra Duty Assignments/Stipends</u>
Jennifer Lawrence	JH Webmaster/\$500

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra Duty Assignments/Stipends</u>
Jennifer Reutlinger	Asst Ping Coach/\$4,525

TRANSFER

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

CHANGE OF STATUS

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

FMLA REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Angel Palmer	Child Nutrition	Medical	August 21, 2024
Sierra Williams	Paraprofessional	Medical	August 29, 2024

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Tracy May	Secretary	July 13, 2024
Dempsey Fowler	Bus Driver	July 16, 2024
Edith Webb	Bust Asst	July 22, 2024
Suzanne Moss	Interventionist Asst	June 30, 2024
David Patterson	EL Tutor	May 21, 2024

PERSONNEL REPORT

August 12, 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>
Jason Thomsen	Teacher/\$49,269.90	August 05, 2024
DeAnn Stephenson	Teacher/\$55,035.59	August 05, 2024
Tyler Ford	Teacher/\$43,021.88	August 05, 2024
Ruby Jackson	Teacher/\$47,270.08	August 08, 2024
Cade Colburn	Interim Asst Principal/\$55,000	July 22, 2024

(Pending Approval of Adjunct/Emergency Certification)

Ja’Nice Lewis	Teacher/\$43,021.88	August 05, 2024
Coleson Coffey	Teacher/\$43,021.88	August 05, 2024
Jaeden Coon	Teacher/\$43,021.88	August 05, 2024
Darius Boone	Teacher/\$43,021.88	August 05, 2024
Magen Coldiron	Teacher/\$43,466.22	August 05, 2024

EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Darius Boone	Varsity Football Coach/\$3,600
Gionni Harris	JH Athletic Coord/\$2,000
John Gambill	8th Grade FB Asst Coach/\$2,400
Rashelle Vaughn	Wrestling Asst Coach/\$3,600
Kim Castaldi	SLPA’s Supervisor/\$2,000
Nicola Cooper	PE Dept Chair/\$1,000
Alison Hendrickson	Mentor Teacher/\$500
Margaret Surber	Mentor Teacher/\$500
Derek Waits	Mentor Teacher/\$500
Astanzia Rolin	Counselor Extra/\$1,000
Janet Johnson	Engineering Pathways Coord/\$12,000
Megan Cagle	Visual Arts Pathways Coord/\$12,000
Whiney Yokum	Performing Arts Pathways Coord/\$12,000

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

Name

None

Extra-duty Assignment/Stipend

CHANGE OF STATUS

Name

William Shannon

Nick Williams

Traci Bauer

Katie Greer

From

USMC MIP/\$75,042.96

JH Track Asst Coach/\$3,200

12 Additional Days

Masters/\$47,786.79

To

USMC MIP/\$87,060.00

Track Head Coach/\$5,000

6 Additional Days

Masters+15/\$47,998.92

Effective Date

July 01, 2024

August 12, 2024

August 01, 2024

August 01, 2024

TRANSFERS

Name

None

From

To

Effective Date

RESIGNATIONS

Name

David Bacher

Sheila Stewart

Shelda Tuttle

Jack Pugh

Ashley Green

Position

Asst Principal

Counselor

Library Media Specialist

Teacher

Teacher

Effective Date

July 01, 2024

July 23, 2024

August 01, 2024

June 30, 2024

July 19, 2024